

## Employee Request for Annual Leave

Employee Name: TAN CALDECOTT

*I request PAID leave from work as follows:*

Commencing: 18 NOV 2019

Ending: 18 NOV 2019

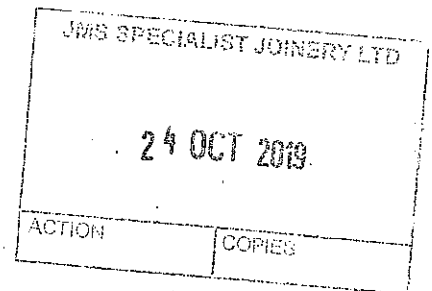
Number of days to be taken: 1 DAY

*I request UNPAID leave from work as follows:*

Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_



**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: \_\_\_\_\_

Authorised by: \_\_\_\_\_

R.C. Hayhoe: .....

M. O'Brien: : .....

Office use only:  
Days remaining

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