

Employee Request for Annual Leave

Employee Name: Ian Caldecott

I request PAID leave from work as follows:

Commencing: 19 August 2019

Ending: 30 August 2019

Number of days to be taken: 9

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: Ian Caldecott

Authorised by: J. Caldecott on cap

S. Wright off
23/8 & 27/8
J. Gould.
28/8

R.C. Hayhoe:

M. O'Brien: :

Office use only:	<u>9</u>
Days remaining	