

Employee Request for Annual Leave

Employee Name: IAN CALDECOTT

I request PAID leave from work as follows:

Commencing: 23rd DEC 2019

Ending: 24th DEC 2019

Number of days to be taken: 2

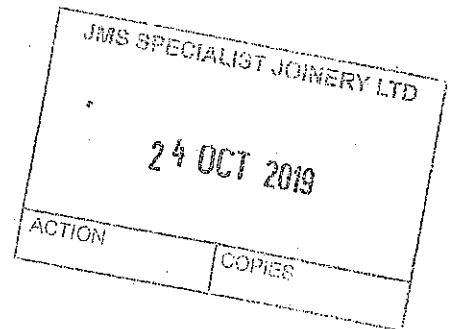
no / two

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. Lally*

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining

1 ✓