Employee Request for Annual Leave

Employee Name: IAN CALDECOTT

I request PAID leave from work as follows:

Commencing: 28th Oct 2019

Ending: 1st Nov 2019

Number of days to be taken: 5
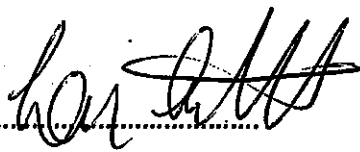
I request UNPAID leave from work as follows:
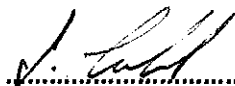
Commencing: _____

Ending: _____

Number of days to be taken: _____

Please Note: *Unpaid leave* <u>*cannot*</u> *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: .... OTB

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:	
Days remaining	3