## Employee Request for Annual Leave

Employee Name: <u>LAIV CALDECOII</u>	
I request PAID leave from work as follows:	
0th	
Commencing: 9th NOVEMBER 2020  Ending: 11th NOVEMBER 2020	
11th American	
Ending: NOVEMBER 1010	
Number of days to be taken: 3 ckeys.	
Number of days to be taken:	
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I request UNPAID leave from work as follows:	
Commencing	
Commencing:	•
Ending:	
Lituting.	
Number of days to be taken:	
runner of days to be taken.	
Please Note: Unpaid leave cannot be taken until all leave ent	itlement is used up and
no unpaid leave can be taken without the prior authorisation	
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land of ATT	a
Employee's Signature: LAM Cutt	
Authorised by:	
R.C. Hayhoe:	·
M. O'Brien::	Office use only:
	Days remaining
	2010 I Gillaming