

Employee Request for Annual Leave

Employee Name: IAN CALDECOTT

I request PAID leave from work as follows:

Commencing: 16th NOVEMBER 2020

Ending: 18th NOVEMBER 2020

Number of days to be taken: 3

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 _____