

Employee Request for Annual Leave

Employee Name: IAN CALDECOTT

I request PAID leave from work as follows:

Commencing: 9th AUGUST 2021

Ending: 20th AUGUST 2021

Number of days to be taken: 10

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: :

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23 MAR 2021	
ACTION	 COPIES

Office use only:	
Days remaining	<u>22</u> ✓