Employee Request for Annual Leave

Employee Name: <u>Tan Caldecott</u>	
I request PAID leave from work as follows:	
\$ **	
Commencing: 20th December 2021 Ending: 24th December 2021	
Ending: 24th December 2021	
5	
Number of days to be taken:	
*(.	
I request UNPAID leave from work as follows:	
Commencing:	
Ending:	2
Name to the state of the state	* *
Number of days to be taken:	
	•
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en	titlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin
no unputa leave can be taken without the prior dathonsation	of Michard of Wartin.
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Employee's Signature: Ou luds	
Employee's signature(1)	JMS SPECIALIST JONNESON
	- COMERT LID
Authorised by:	
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	2001
R.C. Hayhoe:	ACTION 10 CORNE
	COPIES
M. O'Brien: :	Office use only:
	Days remaining 12