



Employee Request for Annual Leave

Employee Name: Tan Caldecott

I request PAID leave from work as follows:

Commencing: 22.7.2022

Ending: —

Number of days to be taken: 1

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: Tan Caldecott

Authorised by: [Signature]

J.R. Hayhoe:

M. O'Brien:

Office use only:
Days remaining —

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