



Employee Request for Annual Leave

Employee Name: Ian Caldecott

I request PAID leave from work as follows:

Commencing: 30th Aug 2022

Ending: 1st Sept 2022

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: Ian Caldecott

Authorised by: [Signature]

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining

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