



Employee Request for Annual Leave

Employee Name: IAN CALDECOTT

I request PAID leave from work as follows:

Commencing: 23rd Feb 2023

Ending: -

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing: /

Ending: /

Number of days to be taken: /

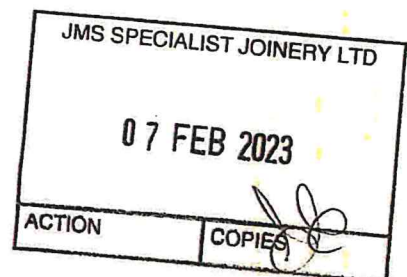
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: *Ian Caldecott*

Authorised by: *J. Hayhoe*

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining

19

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