

Employee Request for Annual Leave

Employee Name: SAM

I request PAID leave from work as follows:

Commencing: 13th August 20

Ending: 19th

Number of days to be taken: 5

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:



Office use only:
Days remaining

6 (10)