

## Employee Request for Annual Leave

**Employee Name:**

***I request PAID leave from work as follows:***

Commencing:

Ending:

Number of days to be taken:

***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: :**

Days remaining

Days remaining