

Employee Request for Annual Leave

Employee Name: SAM CHIMES

TO CANCEL

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

Commencing: 11th 2 18th FEB

Ending:

Number of days to be taken: 2
CANCELLED

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

Commencing:

Ending:

Number of days to be taken:

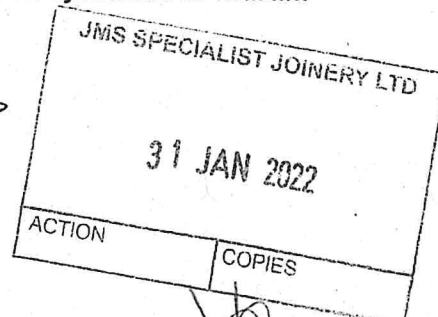
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien:



Office use only:
Days remaining

19