



## Employee Request for Annual Leave

Employee Name: SAM CHURCH

*I request PAID leave from work as follows:*

Commencing: 20TH MARCH

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: [Signature]

Authorised by: [Signature]

J.R. Hayhoe: .....

M. O'Brien: .....

Office use only:  
Days remaining —

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