



KAPPA  
CONTRACTING LTD

## Employee Request for Annual Leave

Employee Name: SAM CHMES

*I request PAID leave from work as follows:*

Commencing: 6TH MARCH

Ending: 10TH MARCH

Number of days to be taken: 5 DAYS

(FOLLOWING ON FROM  
PATERNITY LEAVE)  
26 FEB - 3 MAR.

*I request UNPAID leave from work as follows:*

Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

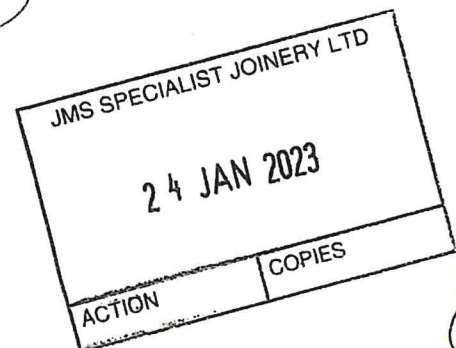
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: \_\_\_\_\_

Authorised by: \_\_\_\_\_

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_



Office use only:  
Days remaining

12

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