Employee Request for Annual Leave

Employee Name: M Harland

I request PAID leave from work as follows:

Commencing: 2nd Aug 2021

Ending: 13th Aug 2021

Number of days to be taken: 10

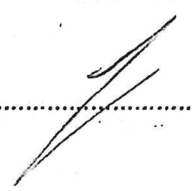*I request UNPAID leave from work as follows:*

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 _____