

Employee Request for Annual Leave

Employee Name: M. HOLLAND

I request PAID leave from work as follows:

Commencing: 28th OCT 2021

Ending: 29th OCT 2021

Number of days to be taken: 5 DAYS

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

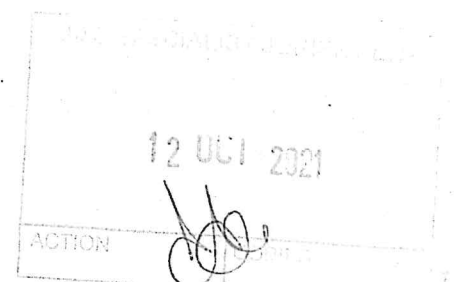
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: M. Holland

Authorised by: J. Cull

R.C. Hayhoe:

M. O'Brien:



Office use only:
Days remaining 7