

Employee Request for Annual Leave

Employee Name: M. HAYLAND

I request PAID leave from work as follows:

Commencing: 20th SEPTEMBER 22

Ending: 23rd " "

Number of days to be taken: 4

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. Mayhoe:

M. O'Brien:

Office use only:
Days remaining _____

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