



## Employee Request for Annual Leave

Employee Name: M HARLAND

~~I request PAID leave from work as follows:~~

*Paid leave:*

Commencing: 24<sup>th</sup> OCT 2022 *24<sup>th</sup> October '22*

Ending: 27<sup>th</sup> OCT 2022 *27<sup>th</sup> October '22*

Number of days to be taken: 4 *4 days*

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

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

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

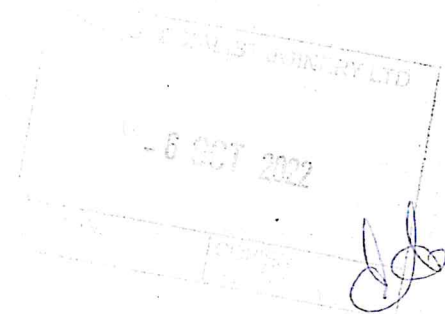
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: M Harland

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

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

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



Office use only:

Days remaining 0

*UL on 30/12/22*

|                     |                                       |             |     |  |                   |             |
|---------------------|---------------------------------------|-------------|-----|--|-------------------|-------------|
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