Employee Request for Annual Leave

Employee Name: _____ ANDREW HOLDHAM _____

I request PAID leave from work as follows:

Commencing: _____ 5ᵗʰ AUGUST 2019 _____

Ending: _____ 9ᵗʰ AUGUST 2019 _____

Number of days to be taken: _____ 5 _____

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	10