

## Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

*I request PAID leave from work as follows:*

Commencing: 6<sup>th</sup> SEPTEMBER 2019

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

Number of days to be taken: 1


*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 15