Employee Request for Annual Leave

Employee Name: _ANDREW HOLDHAM_

I request PAID leave from work as follows:

Commencing: _19th DECEMBER 2019_

Ending: _24th DECEMBER 2019_

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: ....

R.C. Hayhoe: ....

M. O'Brien: : ....

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– 1 OCT 2019

ACTION   COPIES

Office use only: Days remaining	1