

Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

I request PAID leave from work as follows:

Commencing: 22 NOVEMBER 2019

Ending: _____

Number of days to be taken: 1


I request UNPAID leave from work as follows:

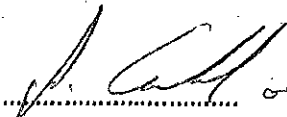
Commencing: _____

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:  on comp. & Sol.

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining

0.