

## Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

*I request PAID leave from work as follows:*

Commencing: 3<sup>RD</sup> AUGUST 2020

Ending: 14<sup>TH</sup> AUGUST 2020

Number of days to be taken: 10

*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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- 9 JUL 2020	
ACTION	COPIES

Office use only:	
Days remaining	<u>12</u>