

Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

I request PAID leave from work as follows:

Commencing: 20th APRIL 2020

Ending: 24th APRIL 2020

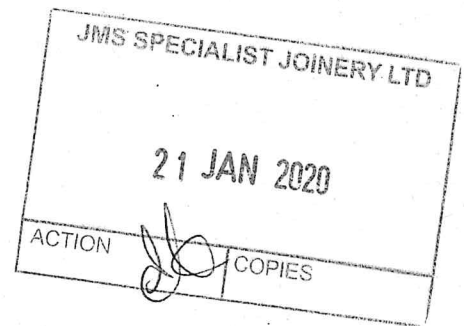
Number of days to be taken: 5

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

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