

## Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

*I request PAID leave from work as follows:*

**RE-ARRANGED HOLIDAY DATES (NOT NOW 11-13<sup>TH</sup> OCT)**

*Cancelled on previous page*

Commencing: 12<sup>TH</sup>, 19<sup>TH</sup>, 26<sup>TH</sup> NOV 2021

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

Number of days to be taken: 3

*I request UNPAID leave from work as follows:*

Commencing: \_\_\_\_\_

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

Number of days to be taken: \_\_\_\_\_

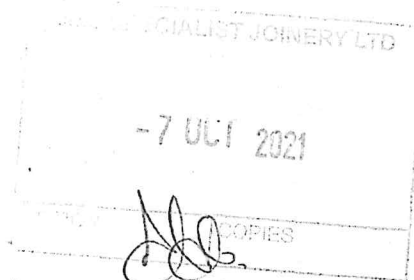
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: 

Authorised by: .....

R.C. Hayhoe: .....

M. O'Brien: : .....



Office use only:  
Days remaining

12