



## Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

*I request PAID leave from work as follows:*

Commencing: 11<sup>th</sup> JULY 2022

Ending: 12<sup>th</sup> JULY 2022

Number of days to be taken: 2

*I request UNPAID leave from work as follows:*

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

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

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

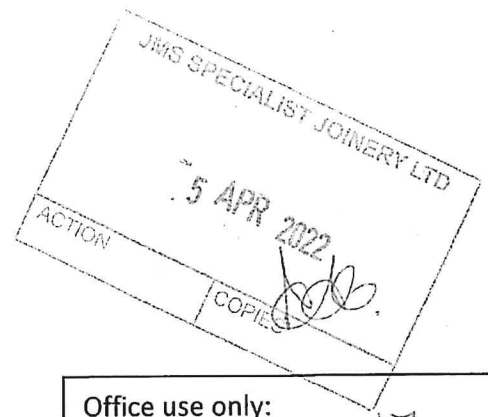
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: AK

Authorised by: J. Lohm

J.R. Hayhoe: .....

M. O'Brien: .....



Office use only:  
Days remaining 17

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