



## Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

*I request PAID leave from work as follows:*

Commencing: 11/3/22 & 18/3/22

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

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.

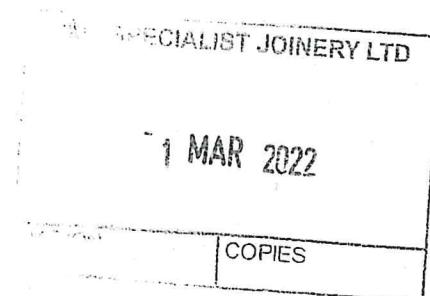
*on cap*

Employee's Signature: [Signature]

Authorised by: [Signature]

J.R. Hayhoe: .....

M. O'Brien: .....



Office use only: Days remaining	<u>20</u> ✓
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