

Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

I request PAID leave from work as follows:

Commencing: 19th DECEMBER 2022

Ending: 23rd DECEMBER 2022

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: AN

Authorised by: J. Luff

R.C. Hayhoe:

M. O'Brien: :

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14 DEC 2021	
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Office use only:	
Days remaining	<u>12</u>
total before carry forward of 2021's remainder.	