Employee Request for Annual Leave

Employee Name: Jessica Holdham

I request PAID leave from work as follows:

Commencing: 1/2/21 (Mon) + 3/2/21 (Weds).

Ending: 3/2/21

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: ....

Authorised by: ....

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:
Days remaining 12

Includes 3 set aside for Xmas.