

Employee Request for Annual Leave

Employee Name: Jessica Holdham

I request PAID leave from work as follows:

Commencing: 18/9/20

Ending: 21/9/20

Number of days to be taken: 2

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

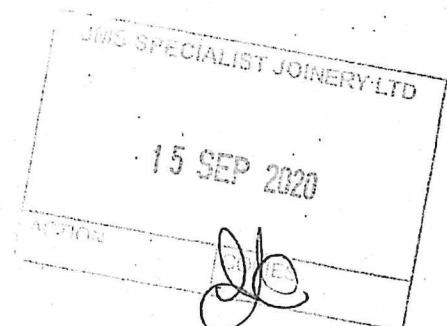
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature] - rep

R.C. Hayhoe: _____

M. O'Brien: _____



Office use only:	
Days remaining	<u>4</u> ✓