



## Employee Request for Annual Leave

Employee Name: Martin Jones

*I request PAID leave from work as follows:*

Commencing: 28<sup>th</sup> September

Ending: 28<sup>th</sup> September

Number of days to be taken: 1 day

*I request UNPAID leave from work as follows:*

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

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

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

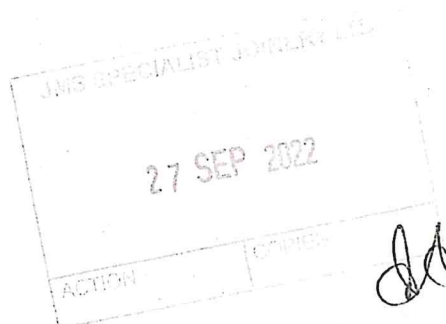
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: 

Authorised by: 

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_



Office use only:  
Days remaining

2

|                     |                                       |             |     |  |                   |             |
|---------------------|---------------------------------------|-------------|-----|--|-------------------|-------------|
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