

Employee Request for Annual Leave

Employee Name: KEVIN LEEK

I request PAID leave from work as follows:

Commencing: TUES APRIL 6TH

Ending: FRIDAY APRIL 9TH

Number of days to be taken: 4

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

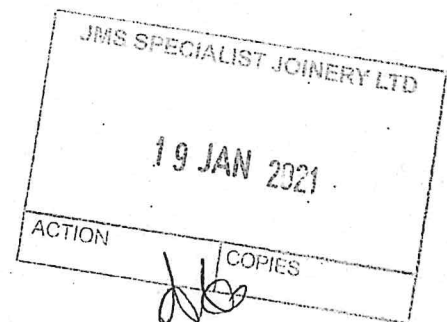
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: _____



Office use only:

Days remaining	<u>28</u>	includes xmas '21
Total including brought forward		
from 2020 = 35 ✓		