

## Employee Request for Annual Leave

Employee Name: KEVIN LEEK

*I request PAID leave from work as follows:*

Commencing: WEDS AUG 11<sup>TH</sup>

Ending: MONDAY AUG 16<sup>TH</sup>

Number of days to be taken: 4

*I request UNPAID leave from work as follows:*

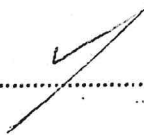
Commencing: \_\_\_\_\_

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

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

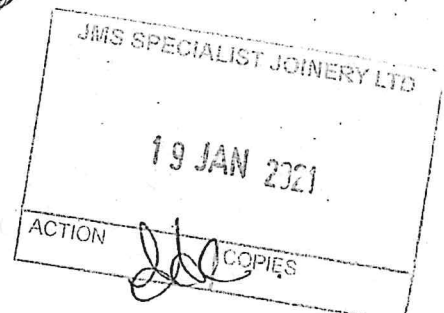
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: 

Authorised by: 

R.C. Hayhoe: \_\_\_\_\_

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



Office use only:  
Days remaining

24 ✓