

## Employee Request for Annual Leave

Employee Name: KEVIN LEEK

*I request PAID leave from work as follows:*

Commencing: WEDS 17<sup>TH</sup> NOV 2021

Ending: THURS 18<sup>TH</sup> NOV 2021

Number of days to be taken: 2

*I request UNPAID leave from work as follows:*

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

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

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

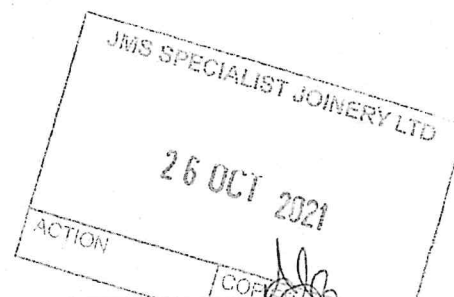
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: .....

M. O'Brien: : .....



Office use only:

Days remaining

- 2