

## Employee Request for Annual Leave

Employee Name: KEVIN LEEK

*I request PAID leave from work as follows:*

Commencing: JULY 23<sup>RD</sup> 2021

Ending: JULY 26<sup>TH</sup> 2021

Number of days to be taken: 3

*I request UNPAID leave from work as follows:*

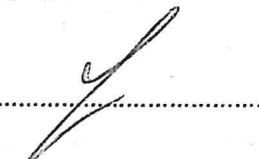
Commencing: \_\_\_\_\_

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 _____
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