

Employee Request for Annual Leave

Employee Name: KEVIN LEEK

I request PAID leave from work as follows:

Commencing: SEPT 28RD 2021

Ending: SEPT 24TH 2021

Number of days to be taken: 1

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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