

## Employee Request for Annual Leave

Employee Name: KEVIN LEELIS

*I request PAID leave from work as follows:*

Commencing: MON 27<sup>TH</sup> SEPT 2021

Ending: TUES 28<sup>TH</sup> SEPT 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: 

Authorised by: 

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

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

Office use only:  
Days remaining \_\_\_\_\_