Employee Request for Annual Leave

Employee Name: _Robert Pender_

I request PAID leave from work as follows:

Commencing: _10/1/2022_

Ending: _10/1/2022_

Number of days to be taken: _____

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____
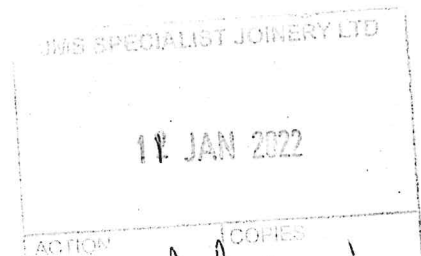
Number of days to be taken: _____

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: ....

J.R. Hayhoe: ....

M. O'Brien: ....

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Office use only:	
Days remaining	_15._

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