

## Employee Request for Annual Leave

Employee Name: MARK READING JONES

*I request PAID leave from work as follows:*

Commencing: THURSDAY 2<sup>ND</sup> DECEMBER

Ending: FRIDAY 3<sup>RD</sup> DECEMBER

Number of days to be taken: 2

*I request UNPAID leave from work as follows:*

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

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

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

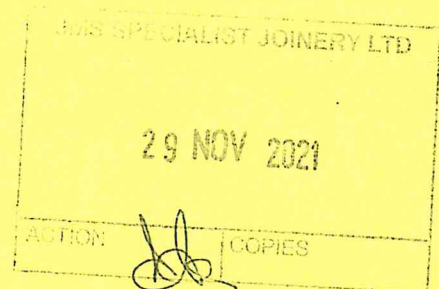
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: Mark Reading

Authorised by: [Signature]

R.C. Hayhoe: .....

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



Office use only:  
Days remaining

0