

## Employee Request for Annual Leave

Employee Name: MARK LEADINA JONES

*I request PAID leave from work as follows:*

Commencing: FRIDAY 10<sup>TH</sup> SEPTEMBER 2021

Ending: " " " "

Number of days to be taken: 1

*I request UNPAID leave from work as follows:*

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

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

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

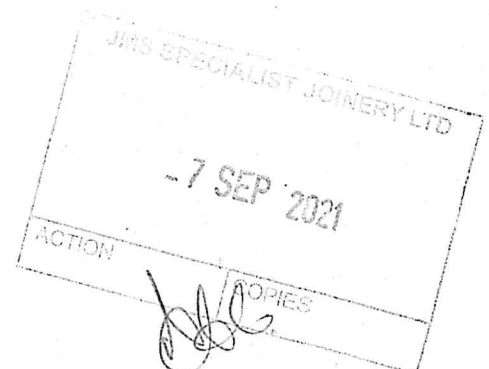
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: Mark Leadina Jones

Authorised by: [Signature]

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

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



Office use only:  
Days remaining

6