

Employee Request for Annual Leave

Employee Name: MARK READING JONES

I request PAID leave from work as follows:

Commencing: WEDNESDAY 14th July 2021

Ending: " " " 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: Mark Reading Jones 12-07-21

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining _____