

Employee Request for Annual Leave

Employee Name: MARK READING JONES

I request PAID leave from work as follows:

Commencing: FRIDAY 24TH 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 Reading Jones

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: : _____

Office use only:
Days remaining _____