

## Employee Request for Annual Leave

Employee Name: MARK READING-JONES

*I request PAID leave from work as follows:*

Commencing: THURSDAY 25<sup>TH</sup> FEB 21

Ending: " " " "

Number of days to be taken: 1

*I request UNPAID leave from work as follows:*

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

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

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

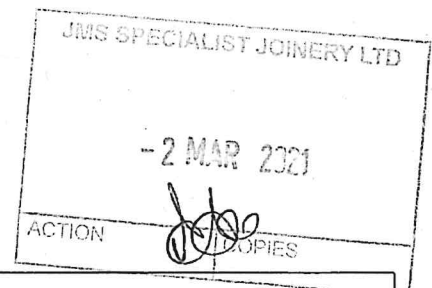
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: Mark Reading-Jones

Authorised by: \_\_\_\_\_

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

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



Office use only:	
Days remaining	<u>20</u>