

## Employee Request for Annual Leave

Employee Name: MARK READING-SONES

*I request PAID leave from work as follows:*

Commencing: WEDNESDAY 28<sup>TH</sup> JULY 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-Sones 05-7-21

Authorised by: 

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

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

Office use only:  
Days remaining \_\_\_\_\_

