



## Employee Request for Annual Leave

Employee Name: MARK READING-JONES

*I request PAID leave from work as follows:*

Commencing: Tuesday 5<sup>th</sup> April 2022

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]

J.R. Hayhoe: \_\_\_\_\_

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

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

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