

Employee Request for Annual Leave

Employee Name: Mark Reading-Jones

I request PAID leave from work as follows:

Commencing: 29th March

Ending: 31st March inclusive

Number of days to be taken: 3 days

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: pp. Reading-Jones

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining _____