

## Employee Request for Annual Leave

Employee Name: Harry Wildman

**I request PAID leave from work as follows:**

Commencing: 14/9/20

Ending: 14/9/20

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: [Signature]

Authorised by: [Signature]

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

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

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22 SEP 2020	
ACTION	COPIES

Office use only:	
Days remaining	<u>0</u> ✓