

## Employee Request for Annual Leave

Employee Name: Harry Wildman

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

Commencing: 15/10/20

Ending: 16/10/20

Number of days to be taken: 1

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

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

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

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

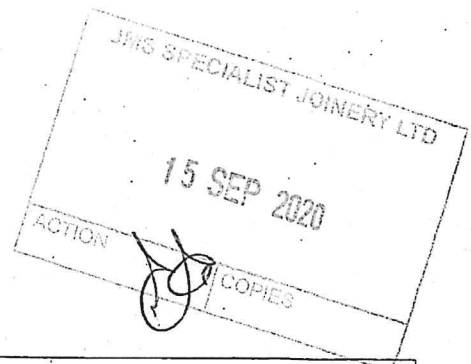
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: [Signature]

Authorised by: [Signature]

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

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



Office use only:	
Days remaining	<u>-2</u> 2