

Employee Request for Annual Leave

Employee Name: Harry Wilburan

I request PAID leave from work as follows:

Commencing: 21/8/20

Ending: 21/8/20

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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ACTION	COPIES
<u>[Signature]</u>	<u>[Signature]</u>

Office use only:
Days remaining

0 (4)