

## Employee Request for Annual Leave

Employee Name: HARRY WILDMAN

*I request PAID leave from work as follows:*

Commencing: 12/7/21

Ending: 12/7/21

Number of days to be taken: 1

*I request UNPAID leave from work as follows:*

Commencing: 12/7/21

Ending: M

Number of days to be taken: 1

**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: [Signature]

M. O'Brien: [Signature]

Office use only:  
Days remaining