## **Employee Request for Annual Leave**

HARRY WILDMAN

I request PAID leave from work as follows:  Commencing:		
Ending:	I request PAID leave from work as follows:	
Number of days to be taken:  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:  Authorised by:  R.C. Hayhoe:  M. O'Brien:  Office use only:	10/2/21	
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:  Authorised by:  R.C. Hayhoe:  M. O'Brien::  Office use only:	Elluling.	
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Authorised by:  R.C. Hayhoe:  M. O'Brien::  Office use only:	· · · · · · · · · · · · · · · · · · ·	ARIS SPECIALIST IO
Authorised by:  R.C. Hayhoe:  M. O'Brien::  Office use only:	Employee's Signature:	
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