

## Employee Request for Annual Leave

Employee Name: \_\_\_\_\_

~~Harry Wildman~~ HARRY WILDMAN

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

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

15/3/21

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

15/3/21

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: \_\_\_\_\_

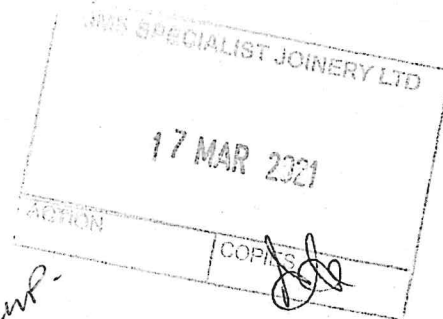
*[Signature]*

Authorised by: \_\_\_\_\_

*[Signature]*

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

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



*on conf.*

Office use only:  
Days remaining

9.

10 ✓