

## Employee Request for Annual Leave

Employee Name: HARRY WILDMAN

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

Commencing: 25<sup>th</sup> June

Ending: 28th June

Number of days to be taken: 1

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

Commencing: 28/6/21

Ending: 28/6/21

Number of days to be taken: 1.

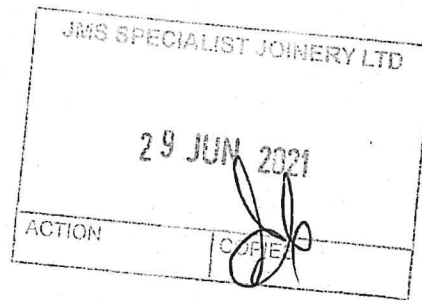
***Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.***

Employee's Signature: .....

Authorized by: \_\_\_\_\_

**R.C. Hayhoe:** .....

**M. O'Brien: :** .....



Office use only:  
Days remaining