

## Employee Request for Annual Leave

Employee Name: Harry Wildman

*I request PAID leave from work as follows:*

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

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

Number of days to be taken: \_\_\_\_\_

*I request UNPAID leave from work as follows:*

Commencing: 27/8/21

Ending: 27/8/21

Number of days to be taken: 1

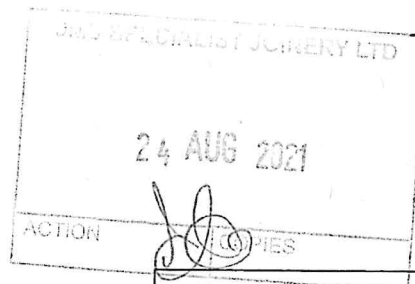
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: \_\_\_\_\_

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

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

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



Office use only:  
Days remaining

0 (LL)