



Employee Request for Annual Leave

Employee Name: Harry Wildman

I request PAID leave from work as follows:

Commencing: 14/1/2022

Ending: 14/1/2022

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing: [crossed out]

Ending: [crossed out]

Number of days to be taken: [crossed out]

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: .....

J.R. Hayhoe: .....

M. O'Brien: .....



Office use only: Days remaining 16

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