



Employee Request for Annual Leave

Employee Name:

Harry Wildman

I request PAID leave from work as follows:

Commencing:

28 / 7 / 22

Ending:

28 / 7 / 22

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:

Authorised by:

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining

4

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