

## Employee Request for Annual Leave

Employee Name: NATHAN WINTERBURN

*I request PAID leave from work as follows:*

Commencing: 6.9.21 + 7.9.21 + 8.9.21

Ending: 10.9.21

Number of days to be taken: 4 DAYS

*9th Sept was already booked on 20/7/21. Jde*

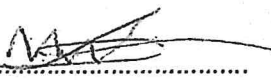
*I request UNPAID leave from work as follows:*

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: 

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

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

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31 AUG 2021	
ACTION <u></u>	COPIES

Office use only:  
Days remaining

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