

## Employee Request for Annual Leave

Employee Name: Nathan Winterburn

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

Commencing: 6/12/21

Ending: 7/12/21

Number of days to be taken: 2 days

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

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

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

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

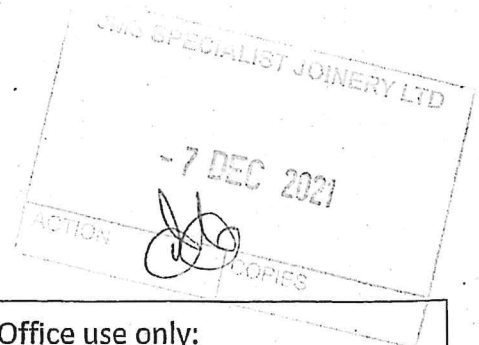
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: .....

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



Office use only:  
Days remaining

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