

## Employee Request for Annual Leave

Employee Name: Nathan Winterburn

*I request PAID leave from work as follows:*

Commencing: 26/08/21

Ending: 27/08/21

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: 

Authorised by: 

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

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

JMS SPECIAL	
19 AUG 2021	
	
ACTION	
Office use only:	
Days remaining	<u>17</u>