



Employee Request for Annual Leave

Employee Name: Nathan Winterburn

I request PAID leave from work as follows:

Commencing: 4/03/22

Ending: 4/03/22

Number of days to be taken: 1 day

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]

J.R. Hayhoe:

M. O'Brien:

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1 MAR 2022	
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Office use only:
Days remaining 44.13

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