

Employee Request for Annual Leave

Employee Name: A. BARLOW

I request PAID leave from work as follows:

Commencing: 14/12/2018

Ending: 17/12/2018

Number of days to be taken: 2

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: A G C Barlow

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining _____

Employee Request for Annual Leave

Employee Name: 02/11/2018

I request PAID leave from work as follows:

Commencing: 02/11/2018

Ending: _____

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: AGC Bule

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining _____

Employee Request for Annual Leave

Employee Name: A. BARLOW

I request PAID leave from work as follows:

Commencing: 16/10/2018

Ending: _____

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: A.G. C. Barlow

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining _____