Employee Request for Annual Leave

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Employee Name: A. BARCOW	
I request PAID leave from work as follows:	
	2 8
Commencing: 14/12/2018 Ending: 17/12/2018	
Ending: 17/12/2018	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Commencing:	
Ending:	
Number of days to be taken:	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en no unpaid leave can be taken without the prior authorisation	
Employee's Signature: AGC Bull	
Authorised by:	
R.C. Hayhoe:	
M. O'Brien::	Office use only:
	Days remaining
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Employee Request for Annual Leave

Employee Name:	
I request PAID leave from work as follows:	
request raid leave from work as jonows.	
02/11/200	
Commencing: 02/11/2018	
Ending:	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Commencing:	
Endings	
Ending:	
Number of days to be taken:	
Please Note: Unpaid leave cannot be taken until all leave en	titlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
	E. C.
Acre	
Employee's Signature: AGC El	
Authorised by:	
R.C. Hayhoe:	
M. O'Brien::	Office use only:
	Days remaining
	The second secon

Employee Request for Annual Leave

Employee Name:	A-BARLOW			- Ne 1
0 0 0				
I request PAID leave	e from work as follows:			2
Commencing:	16/10/2018		A s	
Ending:				
Number of days to b	oe taken:	w ²		
e di				
I request UNPAID le	ave from work as follows:	e e v		
		* * * * * * * * * * * * * * * * * * *		i i
Commencing:				
Ending:			. B	
Number of days to l	oe taken:			
	nid leave <u>cannot</u> be taken unt n be taken without the prior c		: <u>-</u>	
	1 1			
Employee's Signatu	ire: AG C Bul			
	1/1/1	* <u>*</u>	•	
Authorised by:	of full			
		a .	*** ,	
R.C. Hayhoe:		* *,		
M. O'Brien: :			Office use only:	
			Days remaining	
	a a			