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 GC Barlow.....

Authorised by: _____ on cap

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:
Days remaining _____0_____