

## Employee Request for Annual Leave

Employee Name: A. Barlow

*I request PAID leave from work as follows:*

Commencing: 04/06/19

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. Barlow

Authorised by: [Signature]

R.C. Hayhoe: .....

M. O'Brien: : .....

OTB  
& Comp.

[Signature]

Office use only:  
Days remaining

12 ✓

## Employee Request for Annual Leave

Employee Name: A BARLOW

*I request PAID leave from work as follows:*

Commencing: 07/06/2019

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 Barlow

Authorised by: [Signature] cap

R.C. Hayhoe: .....

M. O'Brien: : .....

Office use only:	
Days remaining	<u>13</u>