Employee Request for Annual Leave

Employee Name: _____A. BARLOW_____

I request PAID leave from work as follows:

Commencing: _____13/12/19_____

Ending: _____16/12/19_____

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: ....

Authorised by: .... *on cap*

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:
Days remaining _____4_____