

## Employee Request for Annual Leave

Employee Name: A. BARLOW

**I request PAID leave from work as follows:**

Commencing: 20/12/19

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] on caps & bel

R.C. Hayhoe: .....

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

Office use only:  
Days remaining

0