## **Employee Request for Annual Leave**

I request PAID leave from work as follows:  Commencing: 2 5 / ll / l 9  Ending: 2 5 / ll / l 9  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 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:	Employee Name: _	A. BAROW	· ———		
Commencing: 22/11/19 Ending: 25/11/19 Number of days to be taken: Z  I request UNPAID leave from work as follows:  Commencing:					
Ending: 25/11/19  Number of days to be taken: Z  I request UNPAID leave from work as follows:  Commencing:	I request PAID leave	from work as follows:	•		
Ending: 25/11/19  Number of days to be taken: Z  I request UNPAID leave from work as follows:  Commencing:	,			•	
Number of days to be taken:	Commencing:	22/11/19	· .		
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:  R.C. Hayhoe:  M. O'Brien::  Office use only:	Ending:	25/11/19			
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:	Number of days to b	oe taken:			
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