

## Employee Request for Annual Leave

Employee Name: A. BARLOW

*I request PAID leave from work as follows:*

Commencing: 24/05/2019

Ending: 31/05/2019

Number of days to be taken: 5

*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.C. Barlow

Authorised by: J. Hall on corp

R.C. Hayhoe: .....

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

Office use only:

Days remaining 16

3 days already ded for xmas