

## Employee Request for Annual Leave

Employee Name: A. BARLOW

*I request PAID leave from work as follows:*

Commencing: 29/08/2019

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: J. Luff

OTB

R.C. Hayhoe: .....

M. O'Brien: .....

Office use only:  
Days remaining

10