Employee Request for Annual Leave

Employee Name: _____A .BARLOW_____

I request PAID leave from work as follows:

Commencing: ___15/06/20_____

Ending: ____19/06/20_____

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. Barlow...............

Authorised by: .../. Full....... on corp of Bd.

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:	
Days remaining	11