Employee Request for Annual Leave

Employee Name: _____ A·BARLOW _____

I request PAID leave from work as follows:

Commencing: _____ 17/07/20 _____

Ending: _____ 24/07/20 _____

Number of days to be taken: _____ 6 _____

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: .... on camp ·

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:	
Days remaining	16

Provisionally.
(holding 29-31/12 as xmas dates)