Employee Request for Annual Leave

Employee Name: _____ A. BARLOW _____

I request PAID leave from work as follows:

Commencing: _____ 31/03/2020 _____

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. Cahill..

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:
Days remaining _____