

## Employee Request for Annual Leave

Employee Name: A. BARLOW

*I request PAID leave from work as follows:*

Commencing: 09/02/2021 + 15/02/2021

Ending: \_\_\_\_\_

Number of days to be taken: 2

*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. Loh

R.C. Hayhoe: .....

M. O'Brien: .....

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16 FEB 2021	
ACTION	COPIES

Office use only:
Days remaining _____