Employee Request for Annual Leave

Employee Name: _____ A. BARLOW _____

I request PAID leave from work as follows:

Commencing: _____ 15/12/2021 _____

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 <u>cannot</u> 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: ....

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:	
Days remaining	_____