Employee Request for Annual Leave

Employee Name: _____A BARLOW_____

I request PAID leave from work as follows:

Commencing: _____23/12/21_____

Ending: _____24/12/21_____

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 <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. Bel.......

Authorised by: ....J. Good....

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:
Days remaining _____