

## Employee Request for Annual Leave

Employee Name: 250LT C2EGE

*I request PAID leave from work as follows:*

Commencing: 26 November 2021

Ending: 26 November 2021

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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: .....

M. O'Brien: .....



Office use only:  
Days remaining

11