

CANCEL 3RD + 4th

Employee Request for Annual Leave

Employee Name: LEE DORAN

I request PAID leave from work as follows:

Commencing: TUE 1 SEPT 2020

Ending: WED 2 SEPT 2020

Number of days to be taken: 2

NOTE TO H.Q.

02/09/20 already booked.

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

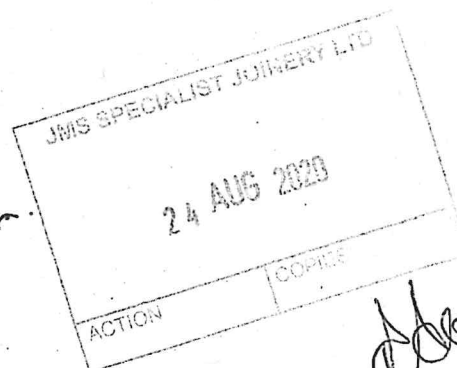
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: : _____



Office use only:
Days remaining

11 15