

## Employee Request for Annual Leave

Employee Name: LEE DORAN

*I request PAID leave from work as follows:*

Commencing: MON 9 MAR 2021

Ending: FRI 12 MAR 2021

Number of days to be taken: 5

*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: 

Authorised by: 

R.C. Hayhoe: .....

M. O'Brien: : .....

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21 DEC 2020	
ACTION	COPIES

Office use only:  
Days remaining \_\_\_\_\_