

Employee Request for Annual Leave

Employee Name: LEE DORAN

I request PAID leave from work as follows:

Commencing: MON 8 MAR 2021

Ending: FRI 12 MAR 2021

Number of days to be taken: 5

CANCELLED



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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- 2 MAR 2021	
ACTION	COPIES



Office use only:
Days remaining 27