

## Employee Request for Annual Leave

Employee Name: LEE DORAN

*I request PAID leave from work as follows:*

Commencing: MON 9 AUG 2021

Ending: MON 9 AUG 2021

Number of days to be taken: -1

**CANCELLED**  
*[Signature]*

*I request UNPAID leave from work as follows:*

Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

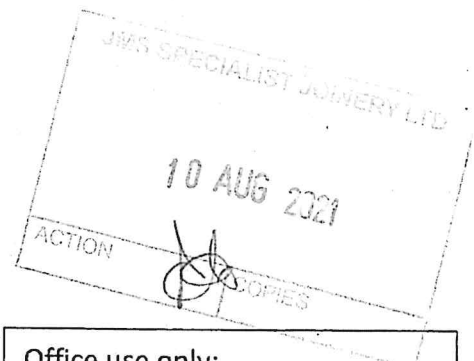
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: *[Signature]*

Authorised by: .....

R.C. Hayhoe: .....

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



Office use only:	
Days remaining	<u>18</u>