Employee Request for Annual Leave

Employee Name: _LEE DORAN_

I request PAID leave from work as follows:

Commencing: _THUR 25 FEB 2021_

Ending: _THUR 25 FEB 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: ....

Authorised by: ....

R.C. Hayhoe: ....

M. O'Brien: : ....

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2·3 FEB 2021

ACTION   COPIES

Office use only:
Days remaining ___22___ (~~26~~)