

Employee Request for Annual Leave

Employee Name: John Gould

I request PAID leave from work as follows:

Commencing: 10th December '18 (Monday)

Ending: 10th December '18

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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien:

Office use only:
Days remaining

2