

Employee Request for Annual Leave

Employee Name: John Gould

I request PAID leave from work as follows:

Commencing: Thursday 2nd December '21

Ending: Friday 3rd December '21

Number of days to be taken: 2

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

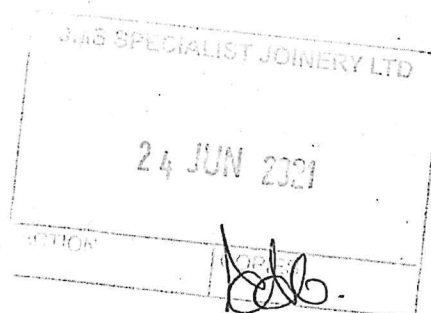
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by:

R.C. Hayhoe:

M. O'Brien: :



Office use only:
Days remaining

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