Employee Request for Annual Leave

Employee Name: _____ John Gould _____

I request PAID leave from work as follows:

Commencing: _____ 5th November '21 (Friday) _____

Ending: _____ 8th November '21 (Monday) _____

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 <u>cannot</u> 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: : ....

Office use only:	
Days remaining	12.