

## Employee Request for Annual Leave

Employee Name: John Gould

**I request PAID leave from work as follows:**

Commencing: Monday 13<sup>th</sup> September '21

Ending: Monday 20<sup>th</sup> September '21 (Inclusive)

Number of days to be taken: 6

**I request UNPAID leave from work as follows:**

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

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

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

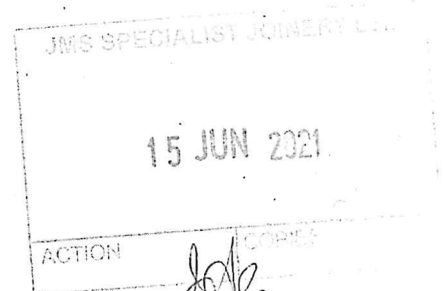
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: [Signature]

Authorised by: .....

R.C. Hayhoe: .....

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



Office use only:  
Days remaining 17