

Employee Request for Annual Leave

Employee Name: John Gould

I request PAID leave from work as follows:

Commencing: Wednesday 30th June 2021

Ending: Friday 16th July 2021 inclusive

Number of days to be taken: 13 days

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: :

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21 DEC 2020	
ACTION	COPIES

Office use only:
Days remaining _____