Employee Request for Annual Leave

Employee Name: _John Gould_

I request PAID leave from work as follows:

Commencing: _Monday 5th December '22_

Ending: _Monday 5th December '22_

Number of days to be taken: _1_

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____
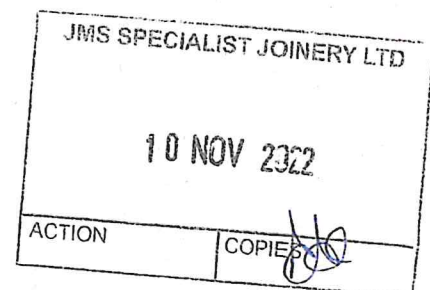
Number of days to be taken: _____

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: _____

Authorised by: _____

J.R. Hayhoe: _____

M. O'Brien: _____

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ACTION | COPIES

Office use only:
Days remaining _____1_____

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