



## Employee Request for Annual Leave

Employee Name: John Gould

*I request PAID leave from work as follows:*

Commencing: 24 & 25 August 2022

Ending: 25 August '22 continuing with holiday previously booked.

Number of days to be taken: 2 days.


*I request UNPAID leave from work as follows:*

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

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

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

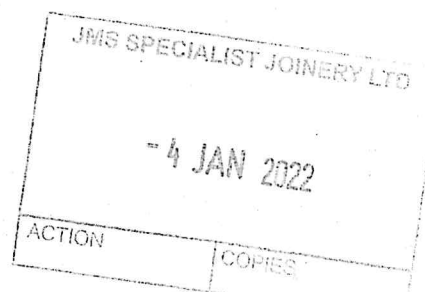
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: 

Authorised by: \_\_\_\_\_

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_



Office use only:  
Days remaining 12  
*includes carry over!*

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