

## Employee Request for Annual Leave

Employee Name: John Crowl

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

Commencing: Friday 26<sup>th</sup> August 2022

Ending: Monday 5<sup>th</sup> September 2022 (Inclusive)

Number of days to be taken: 6 days

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

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

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

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

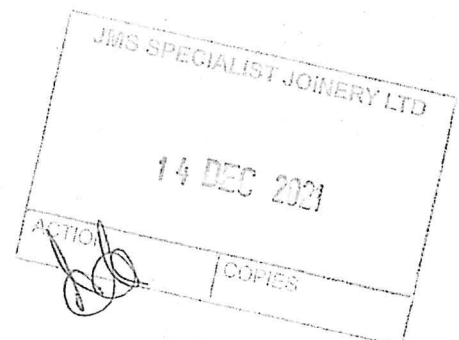
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: 

Authorised by: .....

R.C. Hayhoe: .....

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



Office use only:

Days remaining 4

*total before carry forward of 2021's remainder*