



Employee Request for Annual Leave

Employee Name: John Gould

I request PAID leave from work as follows:

Commencing: Thursday 11th May '23

Ending: Friday 12th May '23

Number of days to be taken: 2

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

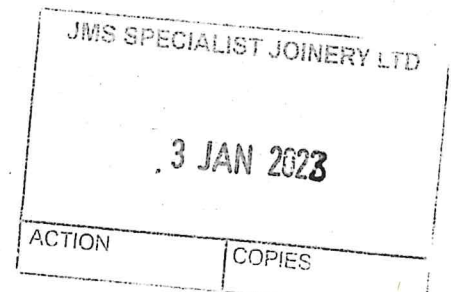
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by:

J.R. Hayhoe:

M. O'Brien:



[Signature]

Office use only:
Days remaining 24

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