

Employee Request for Annual Leave

Employee Name: Arron Hammond

I request PAID leave from work as follows:

Commencing: 20/8/20

Ending: 21/8/20

Number of days to be taken: 2

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

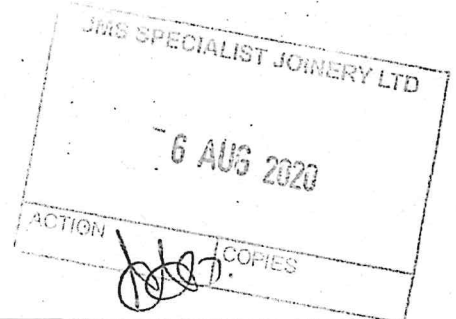
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: Arron Hammond

Authorised by: [Signature] on behalf of

R.C. Hayhoe: _____

M. O'Brien: _____



Office use only:
Days remaining 9 (13)

JB off.