

Employee Request for Annual Leave

Employee Name: Arron Hammond

I request PAID leave from work as follows:

Commencing: 1/12/21

Ending: 1/12/21

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: 

R.C. Hayhoe:

M. O'Brien:

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ACTION <u></u>	COPIES

Office use only:
Days remaining

12