Employee Request for Annual Leave

Employee Name: Arron Hammond	
I request PAID leave from work as follows:	
request PAID leave from work as jonows.	
/ /	
Commencing: $\frac{27}{8}/21$	
Ending: $\frac{27/8/21}{}$	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
request our Alb leave from work as joilous.	
Commencing:	
Ending	
Ending:	
Number of days to be taken:	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave entitlement is used up and	
no unpaid leave can be taken without the prior authorisation of Richard or Martin.	
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A7	or ent
Employee's Signature: ###	JUS SPECIAL
	ALIST JOINTAI
Authorized by	
Authorised by:	25 MAR 2321
	ACTION
R.C. Hayhoe:	ACD COPIES
14 0/0	
M. O'Brien::	Office use only:
	Days remaining & + V