



RAI ITAD  
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## Employee Request for Annual Leave

Employee Name: Arron Hammond

*I request PAID leave from work as follows:*

Commencing:  $\left( \frac{4/4/22}{1} \right) + \left( \frac{8/4/22}{8/4/22} \right)$   
Ending:  $\left( \frac{6/4/22}{8/4/22} \right)$

Number of days to be taken: 3 + 1 (4)

*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: 

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_

Office use only:  
Days remaining \_\_\_\_\_

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