

## Employee Request for Annual Leave

Employee Name: Joe M'Shony

*I request PAID leave from work as follows:*

Commencing: 15.7.21

Ending: ✓

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: J. M'Shony

Authorised by: ✓

R.C. Hayhoe: \_\_\_\_\_

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

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3 JUN 2021	
ACTION	COPIES

Office use only:	
Days remaining	<u>25</u>