

Employee Request for Annual Leave

Employee Name: Joseph M'Sloay

I request PAID leave from work as follows:

Commencing: 23-8-21

Ending: 3-9-21 (one day is S/Hol)

Number of days to be taken: 9

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'Sloay

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: _____

Office use only:
Days remaining 13
(3 days for Xmas 29-31st)

Based on 25 days