



## Employee Request for Annual Leave

Employee Name: Joseph M'Slony

*I request PAID leave from work as follows:*

Commencing: 12.10.23

Ending: —

Number of days to be taken: 1

*I request UNPAID leave from work as follows:*

Commencing: —

Ending: —

Number of days to be taken: —

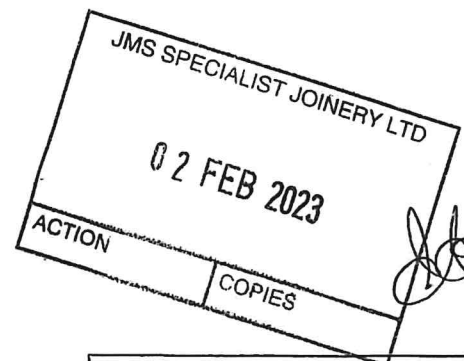
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: J. M'Slony

Authorised by: [Signature]

J.R. Hayhoe: —

M. O'Brien: —



Office use only: Days remaining	<u>14</u>
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