

## Employee Request for Annual Leave

Employee Name: M-TAYLOR

**I request PAID leave from work as follows:**

Commencing: Mon 25<sup>th</sup> Jan 21

Ending: Wed 27<sup>th</sup> Jan 21

Number of days to be taken: 3  
(2020)

**I request UNPAID leave from work as follows:**

Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

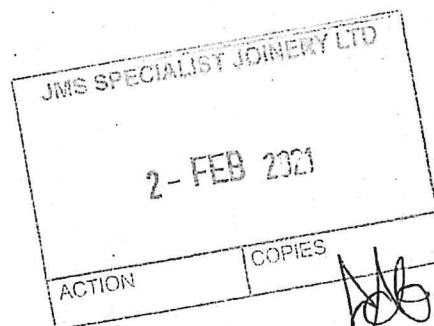
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: M. Taylor

Authorised by: [Signature]

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

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



Office use only:  
Days remaining

36