



I request PAID leave from work as follows:

Number of days to be taken: 1

I request UNPAID leave from work as follows:

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.

Authorised by:

J.R. Hayhoe:

M. O'Brien:

