

Employee Request for Annual Leave

Employee Name: GLYN WARD

I request PAID leave from work as follows:

Commencing: 11 SEPT 20

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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: [Signature]

M. O'Brien: [Signature]

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15 SEP 2020	
ACTION <u>[Signature]</u>	COPIES

Office use only:	
Days remaining	<u>3</u> (7)