Employee Request for Annual Leave

Employee Name: SAM WARD

I request PAID leave from work as follows:

Commencing: FRI 9 SEPT

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 <u>cannot</u> 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: .....

Authorised by: .....

J.R. Hayhoe: .....

M. O'Brien: .....

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23 AUG 2022
ACTION | COPIES

Office use only:
Days remaining 6.