Sick days taken as holiday!

Employee Request for Annual Leave

Employee Name: ___Glyn WARD___

I request PAID leave from work as follows:

Commencing: ___24 . 8. 22___

Ending: ___25 . 8 .22___

Number of days to be taken: ___2___

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: ....

Authorised by: ....

J.R. Hayhoe: ....

M. O'Brien: ....

Office use only:
Days remaining _____