

Employee Request for Annual Leave

Employee Name:

GLYN WARD

I request PAID leave from work as follows:

Commencing: 30 AUG 22

Ending: 1 SEPT 22

Number of days to be taken: 3

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

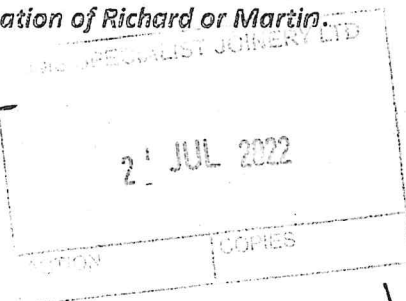
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: _____

Authorised by: _____

J.R. Hayhoe: _____

M. O'Brien: _____



[Handwritten signature]

Office use only:
Days remaining

8

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