Employee Request for Annual Leave

Employee Name: _TED WINTERBURN_

I request PAID leave from work as follows:

Commencing: _3 | 12 | 21_

Ending: _3 | 12 | 21_

Number of days to be taken: _1 DAY_

I request UNPAID leave from work as follows:

Commencing: _____
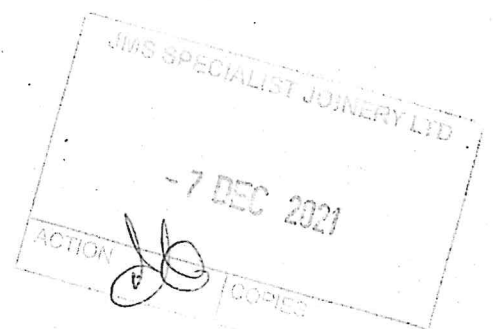
Ending: _____

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: ....

R.C. Hayhoe: ....

M. O'Brien: : ....

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- 7 DEC 2021
ACTION   COPIES

Office use only:
Days remaining _3_