

## Employee Request for Annual Leave

Employee Name: TED WINTERBURN

*I request PAID leave from work as follows:*

Commencing: 21 22 24 25 June '21

Ending: 25.6.21

Number of days to be taken: 4 DAYS

*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: T. Winterburn

Authorised by: [Signature]

R.C. Hayhoe: .....

M. O'Brien: : .....



Office use only:  
Days remaining 21