Employee Request for Annual Leave

Employee Name: __TED WINTERBURN__

I request PAID leave from work as follows:

Commencing: __15/8/22__

Ending: __15/8/22__

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: ....

J.R. Hayhoe: ....

M. O'Brien: ....

Office use only:
Days remaining __7__

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