



Employee Request for Annual Leave

Employee Name: TED WINTERBURN

I request PAID leave from work as follows:

Commencing: 22/4/22

Ending: 22/4/22

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:

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|--|
| Office use only: Days remaining _____ |
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| DOCUMENT REFERENCE: | ADM-FM-001 HOLIDAY REQUEST FORM DS | VERSION NO: | 1.1 | CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE: | 27/03/2013 22/12/2021 TBC | Page 1 of 1 |
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