



Employee Request for Annual Leave

Employee Name: _____

S. Wright

I request PAID leave from work as follows:

Commencing: Fri 3/8/18

Ending: Fri 10/8/18

Number of days to be taken: 6

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: *on corp*

R.C. Hayhoe:

M. O'Brien :

Office use only:
Days remaining

7

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