RAPHAEL CONTRACTING LTD

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 comp ....

R.C. Hayhoe: ....

M. O'Brien: : ....

Office use only:	
Days remaining	7