

## Employee Request for Annual Leave

Employee Name: S. WRIGHT

*I request PAID leave from work as follows:*

Commencing: 5<sup>th</sup> August

Ending: 12<sup>th</sup> August

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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: .....

M. O'Brien: .....

Office use only:

Days remaining

12