

## Employee Request for Annual Leave

Employee Name: Sinclair/HIT

*I request PAID leave from work as follows:*

Commencing: 23<sup>rd</sup> - August

Ending: 27<sup>th</sup> August

Number of days to be taken: 2

*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

10 ✓