

Employee Request for Annual Leave

Employee Name: S. WRIGHT

I request PAID leave from work as follows:

Commencing: 23. 10. 19

Ending: 25. 10. 19

Number of days to be taken: 3

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] on behalf

R.C. Hayhoe:

M. O'Brien: :

Office use only:
Days remaining

4