

## Employee Request for Annual Leave

Employee Name:

S. WRIGHT

*I request PAID leave from work as follows:*

Commencing:

12.11.21

Ending:

15.11.21

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:

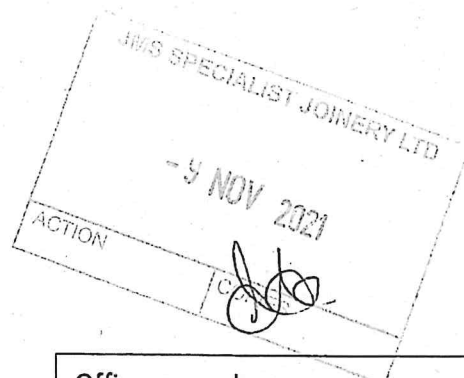
*[Handwritten Signature]*

Authorised by:

*[Handwritten Signature]*

R.C. Hayhoe:

M. O'Brien: :



Office use only:  
Days remaining

11