

## Employee Request for Annual Leave

Employee Name: S. WRIGHT

*I request PAID leave from work as follows:*

Commencing: 25.11.21

Ending: 26.11.21

Number of days to be taken: 2

*I request UNPAID leave from work as follows:*

Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

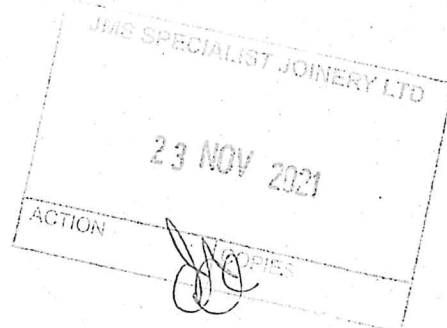
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: \_\_\_\_\_

R.C. Hayhoe: \_\_\_\_\_

M. O'Brien: : \_\_\_\_\_



Office use only:  
Days remaining 9