

## Employee Request for Annual Leave

Employee Name: S. WRIGHT

*I request PAID leave from work as follows:*

Commencing: 31-8-21

Ending: 3-9-21

Number of days to be taken: 4

*I request UNPAID leave from work as follows:*

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

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

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

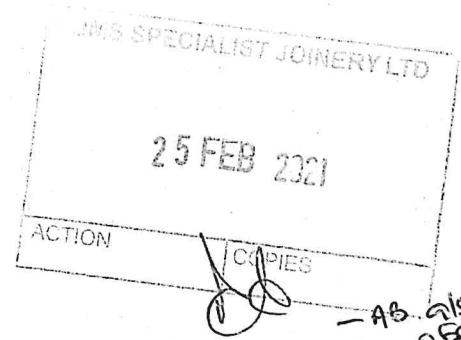
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: .....

Authorised by: [Signature]

R.C. Hayhoe: .....

M. O'Brien: .....



Office use only:	
Days remaining	<u>20</u> ✓