



## Employee Request for Annual Leave

Employee Name: S. Wright

*I request PAID leave from work as follows:*

Commencing: 30.5.23

Ending: 2.6.23

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: [Signature]

Authorised by: [Signature]

J.R. Hayhoe: \_\_\_\_\_

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

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09 FEB 2023	
ACTION	COPIES

Office use only:  
Days remaining 8

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