**Employee Request for Annual Leave**

**Employee Name:**Click or tap here to enter text.

***I request PAID leave from work as follows:***

Commencing:Click or tap to enter a date.

Ending: Click or tap to enter a date.

Number of days to be taken: 1

***I request UNPAID leave from work as follows:***

Commencing:Click or tap to enter a date.

Ending: Click or tap to enter a date.

Number of days to be taken: Click or tap here to enter text.

***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 James or Martin.***

***Employee’s Signature:*** Click or tap here to enter text.

***Authorised by****:* Click or tap here to enter text.

***J.R. Hayhoe:***  *……………………………….*

Office use only:

Days remaining \_\_\_\_\_\_\_\_

***M. O’Brien: :***  *……………………………….*