# Agreement to Go On Unpaid Leave

Name of employee:

Name of employer:

## The employer and employee agree to the employee taking Annual Leave in order to assist with a current downturn in business caused by the COVID-19 situation:

The employee is to take a period of annual leave from until further notice.

Annual Leave will be being taken on the basis of each week until the leave is exhausted.

This agreement to take annual leave will be reviewed on

Signature of employee:

Date signed:

Name of employer

representative:

Signature of employer

representative:

Date signed:

*Include if the employee is under 18 years of age:*

Name of parent/guardian:

Signature of parent/guardian:

Date signed: