Employee Request for Annual Leave

Employee Name: <u>IAN CALOECOTT</u>	
I request PAID leave from work as follows:	
	•
Commencing: 23rd DEC 2019	
Ending: 24th DEC 2019	
	no tries.
Number of days to be taken: 2	* · ·
I request UNPAID leave from work as follows:	
	JMS SPECIALIST JOINERY LTD
	JOINERY LTD
Commencing:	1
Ending:	2 4 OCT 2019
Litting.	
Number of days to be taken:	ACTION
	COPIES
	and the same and a same and a same and a same and a same a
Please Note: Unpaid leave cannot be taken until all leave en	ntitlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
FINAL GINALI	
Employee's Signature:	
Authorised by:	•
Thursday.	
R.C. Hayhoe:	
,	•
M. O'Brien::	Office use only:
	Days remaining
•	