

Employee Request for Annual Leave

J.R. Hayhoe: M. O'Brien: MENT REFERENCE: ADM-FM-001	Office use only: Days remaining
	COPIES
I B. Harriston	
ACTI	
Authorised by:	31 JAN son
	JOINERYLTD
Employee's Signature: 1800.	JMS SPECIALIST JOINERY LTD
Please Note: Unpaid leave <u>cannot</u> be taken until all leave e no unpaid leave can be taken without the prior authorisation	
Number of days to be taken:	
Ending:	
Commencing:	
rrequest on Alb leave from work as jonows.	
I request UNPAID leave from work as follows:	
Number of days to be taken:	
Ending:	
Commencing: 4 February 2022	
C_{1}	
I request PAID leave from work as follows:	
Employee Name: <u>IAN CALDECOTT</u>	