



Employee Request for Annual Leave

Employee Name: Ian Caldecott

I request PAID leave from work as follows:

Commencing: 22 APRIL 2022

Ending: —

Number of days to be taken: 1

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: Ian Caldecott

Authorised by: J. Caldecott

J.R. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD	
20 APR 2022	
ACTION	COPIES <u>17</u>
Office use only: Days remaining <u>17</u>	

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