Employee Request for Annual Leave

Employee Name:	
I request PAID leave from work as follows:	*
a ida	
13 Magast 20	
Commencing: (5)	*
19th	
Ending:	
Number of days to be taken:	
- Trainer of days to be taken.	
* .	
I request UNPAID leave from work as follows:	
Commencing:	
Ending:	÷
Number of days to be taken:	•
Number of days to be taken:	* * * * * * * * * * * * * * * * * * *
	•
Please Note: Unpaid leave cannot be taken until all leave en	titlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
•	
	x * *
Employee's Signature:	JW6 SPECIALIST JOINERY LTD
	SHIP PRECIACION AVAILABLE
Authorized hu	
Authorised by:	1 0 AUG 2020
R.C. Hayhoe:	MOCOPIES
	Ostoria
M. O'Brien::	Office use only:
R ²	Days remaining 6 (0)