## **Employee Request for Annual Leave**

Employee Name: Aw CHUES	
I request PAID leave from work as follows:	
Commencing: MONDAY SM NOVEMBER	
Ending:	
	gra su
Number of days to be taken:	
I request UNPAID leave from work as follows:	
	i y z z z z z z z z z z z z z z z z z z
Commencing:	
Ending:	
Number of days to be talked	
Number of days to be taken:	
Bloom Market Mar	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en no unpaid leave can be taken without the prior authorisation	
Employee's Signature:	
	- MA SPECIALIST JOINERY LTD
Authorised by:	
	-2 NOV 2021
R.C. Hayhoe:	M.
M. O'Brien: :	COPIES COPIES
	Office use only: Days remaining