IT underivered please return to.
JMS Specialist Joinery Ltd
Unit B, Bourne End
Kineton Road Industrial Estate
Southam
CV47 ONA

Employee Request for Annual Leave

Employee Name: Am / MMC	
I request PAID leave from work as follows:	
Commencing: 17 M SAT 2021	
Ending:	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Commencing:	
Ending:	
Number of days to be taken:	
Please Note: Unpaid leave <u>cannot</u> 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:	JIMS SPECIALIST JOINERY LTD
Authorised by:	• • • • • • • • • • • • • • • • • • • •
	13 SEP 2021
R.C. Hayhoe:	ACTION S.
M. O'Brien: :	Office use only: Days remaining 13.
	Days remaining