

Employee Request for Annual Leave

Employee Name: Sam Chimes

I request PAID leave from work as follows:

Commencing: 28th June 2021

Ending: 9th July 2021 (inclusive)

Number of days to be taken: 10

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: pp. Adlozel

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien:

SPECIALIST JOINERY LTD	
23 MAR 2021	
ACTION	COPIES

Office use only:	
Days remaining	<u>17</u> 14

John Gould

From: Samuel Chimes <samuel.chimes@gmail.com>
Sent: 18 March 2021 10:52
To: John Gould
Subject: Holiday request...

Hi John,

Thanks for the letter regarding the workshop closure. As we're not going to be in the workshop until May, I thought it'd be best to get my holiday request for two weeks in June for my honeymoon in sooner rather than later. The two weeks would be the 10 days from the 28th June - 9th July.

Thanks,

Sam.

