



Employee Name: Sam Adams

Commencing: 11<sup>th</sup> Nov to 18<sup>th</sup> Nov

Number of days to be taken: 2

Number of days to be taken: \_\_\_\_\_

**Employee's Signature:** .....

**Authorised by:** \_\_\_\_\_

**J.R. Hayhoe:** .....

**M. O'Brien:** .....

JMS SPECIALIST JOINERY LTD	
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ACTION	COPIES

Office use only: 3  
Days remaining

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