

Employee Request for Annual Leave

Employee Name: M. Hayhoe

I request PAID leave from work as follows:

Commencing: 3rd August 2020

Ending: 14th August 2020

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: M. Hayhoe

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: : _____

JMS SPECIALIST JOINERY LTD	
- 9 JUL 2020	
ACTION	COPIES

Office use only:	
Days remaining	<u>11</u>