## **Employee Request for Annual Leave**

Employee Name: M MANCONTON	
*	
I request PAID leave from work as follows:	
, -	* .
	*
Commencing: 3rd August 2020.  Ending: 14th August 2020	*
commencing: 5 rand veri	4
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Ending: 14 August 2020	
	*
Number of days to be taken:	*
	,
I request UNPAID leave from work as follows:	
request our Aid leave from work as jonows.	ž ž
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Commencing:	
Ending:	
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Number of days to be taken:	•
Number of days to be taken.	
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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.
*	Section (Contract Contract Con
	*
•	
Employee's Signature: MHHLIAND	
Employee's Signature:	
· · ·	JMS SPECIALIST JOINERY LTD
Authorised by:	
//	-9 JUL 2020
	0 301 7070
	<b>A</b> .
R.C. Hayhoe:	ACTION APPIES
	The second
M. O'Brien: :	Office use only:
	Days remaining
e .	Days remaining
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