

Employee Request for Annual Leave

Employee Name: M. HARRIS

I request PAID leave from work as follows:

Commencing: 21ST SEPT 2020

Ending: 25TH SEPT 2020

Number of days to be taken: 5 DAYS

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. Harris

Authorised by: SR

R.C. Hayhoe: _____

M. O'Brien: : _____

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24 AUG 2020	
ACTION	COPIES

Office use only:	
Days remaining	<u>7</u> (11)