Employee Request for Annual Leave

Employee Name: M HARLAND	· ·
I request PAID leave from work as follows:	
Commencing: 17th SOPT 2021 Ending: 17th SOPT 2021	
commencing. 1. Jet . De E	
Ending: 1711 Sope 7 2021	
Number of days to be taken: ರೌಟರ್	
I request UNPAID leave from work as follows:	
Communication	
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:MMM-1	1 Alice
Employee's Signature:(%tv.s.tt.ves)	JIME SPECIALIST JOINERY LTO
	LTD
Authorised by:	85 cm
•	13 SEP 2021
	ACTION OLO
R.C. Hayhoe:	OPIES -
M. O'Brien: :	Office use only:
	Days remaining 14.