## **Employee Request for Annual Leave**

Employee Name: MHAZLND .	
I request PAID leave from work as follows:	
solls a	* * * * * * * * * * * * * * * * * * * *
Commencing: 18" Nov 2021	
Commencing: 18th Nov 2021  Ending: 18th Nov 2021	
Ending: 18 Nov 2021	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Commencing:	
Ending:	•
Number of days to be taken:	
Plane Nata Almandal and Almanda	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en	
no unpaid leave can be taken without the prior authorisation	of Richard or Wartin.
Employee's Signature: Minum	JMS SPECIAL
Employee's Signature:	JMIS SPECIALIST JOINERY LTD
Authorised by:	23 NOV 2021
	23 NOV 2021
/	ACTION ACTION
R.C. Hayhoe:	COPIES
M. O'Brien: :	Office use only
	Office use only:
	Days remaining