Employee Request for Annual Leave

Employee Name: ___ANDREW HOLDHAM___

I request PAID leave from work as follows:

Commencing: ___24/9/20___

Ending: ___25/9/20___

Number of days to be taken: ___2___

I request UNPAID leave from work as follows:

Commencing: _____
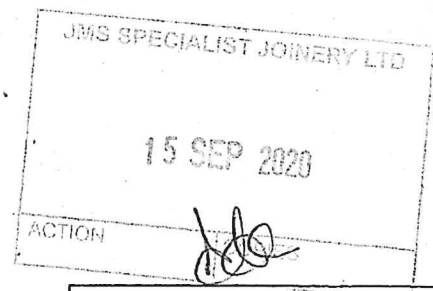
Ending: _____

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: ....

Authorised by: ....

R.C. Hayhoe: ....

M. O'Brien: : ....

JMS SPECIALIST JOINERY LTD

15 SEP 2020

ACTION

Office use only:
Days remaining ___10 14___