

## Employee Request for Annual Leave

Employee Name: JESSICA HOLDHAM

*I request PAID leave from work as follows:*

Commencing: 17/7/20

Ending: 17/7/20

Number of days to be taken: 1

*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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: [Signature]

M. O'Brien: [Signature]

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ACTION	COPIES

Office use only:  
Days remaining

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