## **Employee Request for Annual Leave**

N. '	***
Employee Name: DAVID HALL	
I request PAID leave from work as follows:	
request PAID leave from work as joilows.	
Commencing: 7. 12.20	W.
	*
Ending: 18.12.20	>
Ending: 18.12, 20	
1.45	,
Number of days to be taken:	
	·
I CHAIRAID I CONTRACTOR IN CONTRACTOR	
I request UNPAID leave from work as follows:	er .
·	· ·
Commencing:	Si Si
commencing.	
·	*
Ending:	
	<i>,</i>
Number of days to be taken:	
Number of days to be taken.	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en	titlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
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	a vi
Employee's Signature: Delate	JWIS SPECIALIST JOINERY LTD.
	JWS SPECIALIST JOINER LID.
Authorised by:	-9 JUL 2020
	2010
	*
D.C. Umuhaa	TION 10 4COPIES
R.C. Hayhoe:	
M. O'Brien: :	Office use only:
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•	Days remaining
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	Booked 14
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