

Employee Request for Annual Leave

Employee Name: DAVID HALL

I request PAID leave from work as follows:

Commencing: 7.12.20

Ending: 18.12.20

Number of days to be taken: 10

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: D. Hall

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: : _____

JMS SPECIALIST JOINERY LTD.

- 9 JUL 2020

COPIES

Office use only:

Days remaining -3

Booked 14
allowed 11