

PLEASE cancel 7-11-12-20 ✓

## Employee Request for Annual Leave

Employee Name: DAVID HALL

**I request PAID leave from work as follows:**

Commencing: 1st DAY off 10/12/20

Ending: 22 12/20

Number of days to be taken: 9 days paid holiday

**I request UNPAID leave from work as follows:**

Commencing: 23/24/29/30/31

Ending: 31/12/20

Number of days to be taken: 5 DAYS unpaid

**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] or comp.

R.C. Hayhoe: .....

M. O'Brien: .....

SPECIALIST JOINERY LTD.	
16 SEP 2020	
COPIES	[Signature]

Office use only:	
Days remaining	<u>-5</u> ✓