

## Employee Request for Annual Leave

Employee Name: DAVID HALL

*I request PAID leave from work as follows:*

Commencing: 23/7/20

Ending: 24/7/20

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: P. Hall

Authorised by: [Signature] RB

R.C. Hayhoe: \_\_\_\_\_

M. O'Brien: : \_\_\_\_\_

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28 JUL 2020	
ACTION	COPIES

Office use only:  
Days remaining 3