## **Employee Request for Annual Leave**

Employee Name: DAVID HALL	
Employee Italies	
I request PAID leave from work as follows:	
Commencing FRIDEY 26th JUNE	
Commencing: FRIDAY 26th SUDE	
Ending: MONDAY 29 SUNE	
Ending: IMBNDAY 29 JUNE	
Number of days to be taken:	
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 en	titlement is used un and
Please Note: Onpula leave <u>calmot</u> be taken until an leave en	of Dishard or Martin
no unpaid leave can be taken without the prior authorisation	of Richard of Martin.
Employee's Signature: DiMall	SPECIALIST JOINERY LTD
Authorised by:	2.2 JUN 2020
Authorised by:	to to
	COPIES
R.C. Hayhoe:	DICES !
M. O'Brien: :	Office use only:
	Days remaining
	Days remaining
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