

Employee Request for Annual Leave

Employee Name: DAVID HALL

I request PAID leave from work as follows:

Commencing: FRIDAY 26th JUNE

Ending: MONDAY 29 JUNE

Number of days to be taken: 1 DAY

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] on Corp.

R.C. Hayhoe: _____

M. O'Brien: : _____

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22 JUN 2020	
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Office use only:	
Days remaining	<u>7</u>