

## Employee Request for Annual Leave

Employee Name: STEPHEN HORLEY

*I request PAID leave from work as follows:*

Commencing: MONDAY 26<sup>TH</sup> JULY

Ending: FRIDAY 30<sup>TH</sup> JULY

Number of days to be taken: 5

*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: S. Horley

Authorised by: [Signature]

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

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

|                            |        |
|----------------------------|--------|
| JMS SPECIALIST JOINERY LTD |        |
| 7 JUN 2021                 |        |
| ACTION <u>[Signature]</u>  | COPIES |

|                              |          |
|------------------------------|----------|
| Office use only:             |          |
| Days remaining               | <u>3</u> |
| total has accounted for Xmas |          |