

Employee Request for Annual Leave

Employee Name: KEVIN LEER

I request PAID leave from work as follows:

Commencing: LEDS NOV 18TH

Ending: MON NOV 23RD

Number of days to be taken: 4

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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: _____

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ACTION	COPIES
	<u>[Signature]</u>

Office use only:	
Days remaining	<u>3.7.1</u>