

## Employee Request for Annual Leave

Employee Name: KEVIN LEER

*I request PAID leave from work as follows:*

Commencing: WEDS AUG 26<sup>TH</sup> 2020

Ending: FRI AUG 28<sup>TH</sup> 2020

Number of days to be taken: 3

*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] on 26/8/20

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

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

JMS SPECIALIST JOINERY LTD	
18 AUG 2020	
ACTION	COPIES

Office use only:  
Days remaining 7 11