

Employee Request for Annual Leave

Employee Name: KEVIN LEEK

I request PAID leave from work as follows:

Commencing: WEDS SEPT 30th

Ending: MON OCT 9th Friday

Number of days to be taken: 8 8 days

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] a car

R.C. Hayhoe: _____

M. O'Brien: : _____

JMS SPECIALIST JOINERY LTD	
18 JUN 2020	
COPIES	[Signature]

Office use only:

Days remaining 2 10