Employee Request for Annual Leave

Employee Name: KEVIN LEEK	
	*
I request PAID leave from work as follows:	
Commencing: WEDS WAR NOV 2021	
	·
Ending:	
Number of days to be taken:	
-	-
I request UNPAID leave from work as follows:	
Commencing:	
Ending:	
	* *
Number of days to be taken:	
Trained of days to be taken	_
Please Note: Unpaid leave <u>cannot</u> be taken until all l	leave entitlement is used un and
no unpaid leave can be taken without the prior autho	at the state of th
and any and tour act out act of the prior duties	module of monard or martin
	,
Employee's Signature:	26 Dry
A.	SCIALIST
	JOINED
Authorised by:	260
	ACTION 2021
R.C. Hayhoe:	
n.c. raynoe,	
M. O'Brien: :	
WIL O DITEIL;	Office use only:
	Days remaining