Employee Request for Annual Leave

Employee Name:	
I request PAID leave from work as follows:	
Trequest PAID leave from work as jonows.	
Commencing: VEDS AUG 1) 1981	- :
Commencing: VEDS AUG 11791 Ending: MONDAY AUG 16 74	
Number of days to be taken:	
LINDAID Language of allows	¥1
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 author	orisation of Richard or Martin.
	r and
Employee's Signature:	JMS SPECIE
Employee's Signature:	JMS SPECIALIST JOINERY LTD
Authorised by:	19 JAN 2021
	ACTION
R.C. Hayhoe:	A COPPES
04: 0/0:	
M. O'Brien::	Office use only: Days remaining
	Days remaining 24
	Days remaining&_