

Employee Request for Annual Leave

Employee Name: K. LEEK

I request PAID leave from work as follows:

Commencing: Mon SEPT 20th 2021

Ending: ~~THU SEPT 23rd 2021~~

Number of days to be taken: 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 authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

JWS SPECIALIST JOINERY LTD
17 AUG 2021
[Signature]

Office use only:
Days remaining 18 ✓