Employee Request for Annual Leave

Employee Name: _Kevin Leek_

I request PAID leave from work as follows:

Commencing: _Thur. Aug- 26th_

Ending: _Mon Aug 30th_

Number of days to be taken: _2_

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

Please Note: Unpaid leave <u>cannot</u> 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: _K._____

Authorised by: _____

R.C. Hayhoe: _____

M. O'Brien: : _____

JMS SPECIALIST JOINERY LTD

-1 JUN 2021

Office use only:
Days remaining _28_