Employee Request for Annual Leave

Employee Name: _KEVIN LEEK_

I request PAID leave from work as follows:

Commencing: _TUES 11TH APRIL 2023_

Ending: _FRI 14TH APRIL 2023_

Number of days to be taken: _4_

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

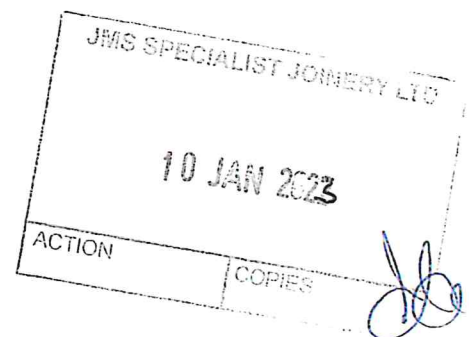Number of days to be taken: _____

*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: ....

Authorised by: ....

J.R. Hayhoe: ....

M. O'Brien: ....

JMS SPECIALIST JOINERY LTD

10 JAN 2023

ACTION   COPIES

Office use only:
Days remaining _12_

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