

Employee Request for Annual Leave

Employee Name: MARK READING-JONES

I request PAID leave from work as follows:

Commencing: MONDAY 10th AUGUST 2020

Ending: " " " "

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

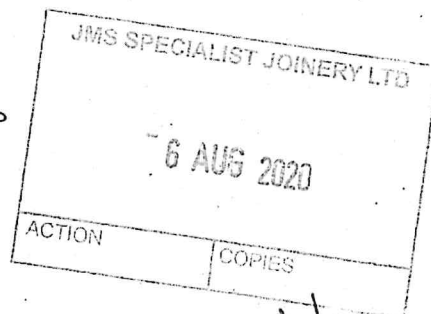
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: Mark Reading-Jones

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: _____



Office use only:
Days remaining

5

GW ?
MH } OK.

Employee Request for Annual Leave

Employee Name: MARK READING-JONES

I request PAID leave from work as follows:

Commencing: FRIDAY 14th AUGUST 2020

Ending: _____

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: Mark Ready Bond

Authorized by: *[Signature]* *[Signature]* *[Signature]*

R.C. Hayhoe:

M. O'Brien:

6 AUG 2020

Office use only:
Days remaining 4 (8)