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:	
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 en no unpaid leave can be taken without the prior authorisation	
	10.7
	JMS SPECIALIST JOINERY LTD
Employee's Signature: Manh Dendis	· · · · · · · · · · · · · · · · · · ·
Employee's Signature: Minh Dewis	6 AUG 2020
on and	TION
	COPIES
R.C. Hayhoe:	1 10
n.c. naynoe:	
M. O'Brien::	Office use only:
	Days remaining 5
	GN 2 MH 164.

Employee Request for Annual Leave

Employee Name:	
I request PAID leave from work as follows:	
Commencing: FRIDAT 14th AUGUST 2020	
1	*
Ending:	
Number of days to be taken:	
	· · · · · · · · · · · · · · · · · · ·
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 en	titlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
20.21.6	
Employee's Signature: Mad Reading 5.	JMS SPECIALIST JOINERY LTD
Authorised by:	6 AUG 2020
	DA2
R.C. Hayhoe:	ACTION . TOOLS
M. O'Brien: :	Office use only:
	Days remaining 4(8)