Employee Request for Annual Leave

Employee Name: THIER ICEMDING 36WE)	A STATE OF THE STA
I request PAID leave from work as follows:	
	*
Commencing: MONDAY 21" SEPT 20	
3011111chenig	
Ending:	
Lifteng.	
Number of days to be taken:	
Number of days to be taken:	
Leaguest LINEAUD lance from the fall and	
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 enti	tlement is used up and
no unpaid leave can be taken without the prior authorisation of	f Richard or Martin.
	The second secon
Employee's Signature: Now Resident	SANG SIFECURLIST JOINERY LTD
1,	
M_{Λ}	
Authorised by:	16 SEP 2020
	ACTION (COPIES
R.C. Hayhoe:	COPIES
	093
M. O'Brien:	055
	Office use only:
	Days remaining 1 (5)

Employee Request for Annual Leave

•	_· · · · _ ,
Employee Name: MARIE READING - JONES	<u> </u>
Limployee italities	
	the second secon
I request PAID leave from work as follows:	
Commencing: Tuesday 29th September	
Ending: FRIDAY 200 October	
Number of days to be taken:	•
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	titlement is used up and of Richard or Martin.
Employee's Signature: MLR 2	JWS SPECIALIST JOINERY LTD
Employee's Signature:	
	2 0 JUL 2020
Authorised by:	2000 2020
	ACTION & A LOOPIES
R.C. Hayhoe:	
14:00	Office use only:
M. O'Brien::	Days remaining 6.
	Days remaining
	• • •