Employee Request for Annual Leave

I request PAID leave from work as follows: Commencing: Monday 24 August 2020 Ending: Number of days to be taken: I request UNPAID leave from work as follows:	
Commencing: MONDAY 24Th AUGUST 2020 Ending: Number of days to be taken:	
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Ending: Number of days to be taken:	
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Number of days to be taken:	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
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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.	× 1
no unpaid leave can be taken without the prior dathonoution of menand or marking	
LOWNERY LTD	
Employee's Signature: ML 2 72 3 JMS SPECIALIST JOINERY LTD	\.
0000 0000	
Authorised by: 24 AUG 2020	Ì
ACTION ACTION COPIES	
NATION ALL LAND	
R.C. Hayhoe:	
R.C. Hayhoe:	
M. O'Brien: : Office use only:	(-)
R.C. Hayhoe:	<u>_</u> (7)