

Employee Request for Annual Leave

Employee Name: MARK READING-JONES

I request PAID leave from work as follows:

Commencing: TUESDAY 29th September

Ending: FRIDAY 2nd October

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: Mark Reading-Jones

Authorised by: [Signature] RB

R.C. Hayhoe:

M. O'Brien: :

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ACTION <u>[Signature]</u>	COPIES

Office use only:
Days remaining

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