Employee Request for Annual Leave

Employee Name: _MARK READING-JONES_

I request PAID leave from work as follows:

Commencing: _MONDAY 2ND AUGUST 2021_

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_ 26-07-21

Authorised by: _____

R.C. Hayhoe: _____

M. O'Brien: : _____

JMS SPECIALIST JOINERY LTD
27 JUL 2021
ACTION | COPIES

Office use only:
Days remaining ___10___