Employee Request for Annual Leave

I request PAID leave from work as follows: Commencing: THURSDAY 8 JULY 2021 Ending: FRIDAY 9 JULY 2021 Number of days to be taken: 2 I request UNPAID leave from work as follows:
Commencing: THURSDAY 8" 5027 2021 Ending: FRIDAY 9" 5027 2021 Number of days to be taken: 2
Ending: FRIDAY 9TH SULY ZOZJ Number of days to be taken: 2
Ending: FRIDAY 9TH SULY ZOZJ Number of days to be taken: 2
Number of days to be taken:
I request UNPAID leave from work as follows:
I request UNPAID leave from work as follows:
Commencing:
Fuelling
Ending:
Number of days to be taken:
Please Note: Unnaid leave cannot be taken until all leave entitlement is used and
Please Note: Unpaid leave <u>cannot</u> 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: Menta Res S
22 JUN 2321
Authoritanile 1
Authorised by:
R.C. Hayhoe:
M. O'Brien:: Office use only:
Days remaining 13.

CANCEL

Employee Request for Annual Leave

Employee Name: MARK IZGADING - JONES	
I request PAID leave from work as follows:	
	· · · · · · · · · · · · · · · · · · ·
Ending: THURSDAY 1" JULY 2021	.1
Ending: THURSDAY 1" JULY 2021	(
Number of days to be taken: 2	
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	of Richard or Martin.
	INS SPECIALIST JOINERY LTD
	JWS SPECIALIST JUNEAU CIL
Employee's Signature: Mal Rest	
	22 JUN 2021
Authorised by:	OTION COPIES
R.C. Hayhoe:	
M. O'Brien::	Office use only:
	Days remaining 15 V