

## Employee Request for Annual Leave

Employee Name: MARK READING SONES

*I request PAID leave from work as follows:*

Commencing: THURSDAY 8<sup>TH</sup> JULY 2021

Ending: FRIDAY 9<sup>TH</sup> 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 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 Sones

Authorised by: \_\_\_\_\_

R.C. Hayhoe: \_\_\_\_\_

M. O'Brien: : \_\_\_\_\_

SPECIALIST JOINERY LTD

22 JUN 2021

on card

COPIES

Office use only:  
Days remaining

13. ✓

CANCEL

## Employee Request for Annual Leave

Employee Name: MARK READMAN-JONES

*I request PAID leave from work as follows:*

Commencing: WEDNESDAY 30<sup>TH</sup> JUNE 2021

Ending: THURSDAY 1<sup>ST</sup> 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 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 Readman-Jones

Authorised by: [Signature]

R.C. Hayhoe: \_\_\_\_\_

M. O'Brien: : \_\_\_\_\_

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ACTION	COPIES

Office use only:	
Days remaining	<u>15</u> ✓