Employee Request for Annual Leave

Employee Name: MARK ZEADING JONES	
I request PAID leave from work as follows:	
Commencing: FRIDAY 12th MARCH 2021	
11	
Ending:	
· · · · · · · · · · · · · · · · · · ·	
Number of days to be taken:	
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I request UNPAID leave from work as follows:	
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Commencing:	
- -1	e
Ending:	
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Number of days to be taken:	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave ent	itlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
no unpara leave can be taken without the prior authorisation	-,
	SAE SPECIALIST JOINERY LTD
Employee's Signature: Ma-2 Range 5	SPECIALIST JOINERY LTD
2p.oyee o signature,	
$\mathcal{A}_{\mathcal{A}}$	1 1 MAR 2021
Authorised by:	I I MAN ZUZI
	COPIES
R.C. Hayhoe:	
M. O'Brien: :	Office use only:
	Days remaining
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