Employee Request for Annual Leave

Employee Name: MARK READING So	incs
I request PAID leave from work as follows:	
request trib leave from work as jonows.	
1.74	
Commencing: MONDAY 14TH SUNG 2021	
Ending:	
Number of days to be taken:	
I request HAIDAID In the formation of the	
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 en	titlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
Employee's Signature: M. M. R.	09-06-21
JMS SP	ECIALIST JOINERY LTD
Authorised by:	
	10 JUN 2021
B.C. Umd	
R.C. Hayhoe:	COPPED
M. O'Brien:	Office use only:
	Days remaining 15
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