

Employee Request for Annual Leave

Employee Name: MARK READING

I request PAID leave from work as follows:

Commencing: 22-10-21

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:

Authorised by: 

R.C. Hayhoe:

M. O'Brien: :

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| JMS SPECIALIST JOINERY LTD | |
| 25 OCT 2021 | |
| ACTION | <u></u> COPIES |

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|------------------|----------|
| Office use only: | |
| Days remaining | <u>2</u> |