Employee Request for Annual Leave

Employee Name: MARK KEADING - JONES	
I request PAID leave from work as follows:	
,	
Commencing: THURSDAY 25TH FEB 21	
Ending:	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
request our Alb reave from work as jonows.	
Common din -	
Commencing:	
Ending:	
Number of days to be taken:	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave er	ntitlement is used un and
no unpaid leave can be taken without the prior authorisation of Richard or Martin.	
Employee's Signature: MIR 2555	
	JIMS SPECIALIST JOINERY LTD
Authorised by:	
	-2 MAR 2321
R.C. Hayhoe:	ACTION 00
	DOPPLES
M. O'Brien::	Office use only: Days remaining QO
	Days remaining <u>QO</u>