Employee Request for Annual Leave

Employee Name: Harry Wildman	
I request PAID leave from work as follows:	
Trequest PAID leave from work as joilows.	
70/7/20	
Commencing: $\frac{20/7/20}{}$	*
Ending: 20/3/20	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Troquest on this issues, the troin do you are	
Commencing:	
commencing,	
Fordings	
Ending:	
	•
Number of days to be taken:	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave er	
no unpaid leave can be taken without the prior authorisation	n of Richard or Martin.
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165 [JMB SPECIALIST JOINERY LTD
Employee's Signature:	
	1111
	23 JUL 2020
Authorised by:	Sep.
7	COPIES
	ACTION COMES
R.C. Hayhoe:	(6)
n.c. Huyiloe.	
na olprina	
M. O'Brien: :	Office use only:
	Days remaining