

Employee Request for Annual Leave

Employee Name: Harry Wildman

I request PAID leave from work as follows:

Commencing: 17/6/21

Ending: 21/6/21

Number of days to be taken: 3

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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: : _____

JMS SPECIALIST JOINERY LTD

7 JUN 2021

ACTION [Signature]

Office use only: COPIES

Days remaining 4 5