

## Employee Request for Annual Leave

Employee Name: Nathan Winterburn

*I request PAID leave from work as follows:*

Commencing: 3/07/20

Ending: 6/07/20

Number of days to be taken: 2 days

*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: : \_\_\_\_\_

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30 JUN 2020	
ACTION	COPIES
	<u>[Signature]</u>

Office use only:  
Days remaining

14