Employee Request for Annual Leave

| Employee Name: Nathan Winterbury | <u> </u> |
|---|--|
| | |
| 9 | |
| I request PAID leave from work as follows: | |
| | |
| 12/08/01 | |
| Commencing: 12/08/2 | |
| Commencing: $\frac{12/08/21}{13/08/21}$ Ending: $\frac{13/08/21}{21}$ | |
| Ending: 13/08/21 | |
| 0.1 | |
| Number of days to be taken: 2 days | |
| | · . |
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| I request UNPAID leave from work as follows: | |
| • | • |
| | |
| Commencing: | |
| | |
| Ending: | |
| | |
| Number of days to be taken: | |
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| | A STATE OF THE STA |
| Please Note: Unpaid leave <u>cannot</u> be taken until all | leave entitlement is used up and |
| no unpaid leave can be taken without the prior autho | orisation of Richard or Martin. |
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| Man | Jun |
| Employee's Signature: | JIMS SPECIALIST JOINERY LTD. |
| | JOINERV. |
| Sac | / 470.7 |
| Authorised by: | 10 AUG 2024 |
| | 2021 |
| | ACTION DA |
| R.C. Hayhoe: | COPIES |
| | |
| M. O'Brien:: | |
| | Office use only: |
| | Office use only: Days remaining |
| | Office use only: Days remaining |