Employee Request for Annual Leave

Employee Name: _Nathan Winterburn_

I request PAID leave from work as follows:

Commencing: _15/10/21_

Ending: _15/10/21_

Number of days to be taken: _1 day_

I request UNPAID leave from work as follows:

Commencing: _____

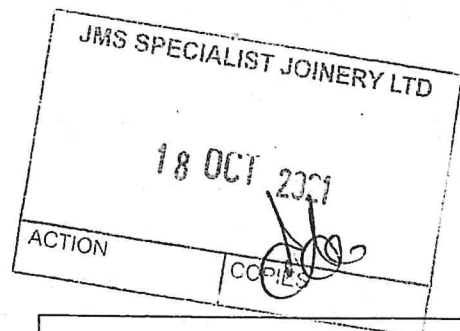Ending: _____

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: ....

Authorised by: ....

R.C. Hayhoe: ....

M. O'Brien: : ....

JMS SPECIALIST JOINERY LTD

18 OCT 2021

ACTION   COPIES

| Office use only: |
| Days remaining _10_ |