Employee Request for Annual Leave

Employee Name: _Nathan Winterbury_

I request PAID leave from work as follows:

Commencing: _11/03/22_

Ending: _11/03/22_

Number of days to be taken: _1 day_

I request UNPAID leave from work as follows:

Commencing: _____

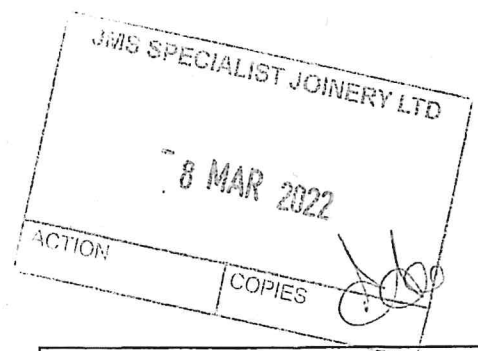Ending: _____

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: _____

J.R. Hayhoe: _____

M. O'Brien: _____

JMS SPECIALIST JOINERY LTD
8 MAR 2022
ACTION   COPIES

Office use only:
Days remaining _ 13

DOCUMENT REFERENCE:	ADM-FM-001 HOLIDAY REQUEST FORM	VERSION NO:	1.1	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	27/03/2013 22/12/2021 TBC	Page 1 of 1
DOCUMENT OWNER:	DS					