## **Employee Request for Annual Leave**

Employee Name: H 504(CO C)	
I request PAID leave from work as follows:	
Commencing: $03/11/21$	
Ending:	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Trequest of the leave from work as jonews.	
Commencing:	
commencing.	
Ending:	
Lituting.	
Number of days to be taken:	
Number of days to be taken:	
Please Note: Unpaid leave cannot be taken until all leave ent	sialana and in consider
no unpaid leave can be taken without the prior authorisation	of Kichara or iviartin.
1 0 0	
Employee's Signature: AR	JMS SPECIALIST JOINERY LTD
Employee's Signature:	TOTALIST SCHNERY LTD
Authority N. Fall	-2 NOV 2021
Authorised by:	2 1104 2021
	ACTION COPIESTO
R.C. Hayhoe:	
M. O'Brien::	Office use only:
	Days remaining