

## Employee Request for Annual Leave

Employee Name: A. BARLOW

*I request PAID leave from work as follows:*

Commencing: 08/06/2021

Ending: \_\_\_\_\_

Number of days to be taken: 1

*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: A. G. C. Barlow

Authorised by: J. Cull

R.C. Hayhoe: .....

M. O'Brien: .....

JMS SPECIALIST JOINERY LTD	
18 MAY 2021	
ACTION: <u>db</u>	COPIES

Office use only:  
Days remaining

25