

## Employee Request for Annual Leave

Employee Name: A. BARLOW

*I request PAID leave from work as follows:*

Commencing: 14/06/2021

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. Barlow

Authorised by: [Signature]

R.C. Hayhoe: .....

M. O'Brien: .....

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1 JUN 2021	
ACTION	COPIES

Office use only: Days remaining	<u>24</u>
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