Employee Request for Annual Leave

Employee Name: A BAROW	
	7.
I request PAID leave from work as follows:	
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Commencing: 14/06/2021	
Commencing.	
Ending:	
Ending:	
Number of days to be taken	
Number of days to be taken:	
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the main to the same of all and	
I request UNPAID leave from work as follows:	
Commencing:	A
Ending:	
Number of days to be taken:	
	•
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en	titlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
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Employee's Signature: 1+ Bell	JALS SPECIALIST JOINERY LTD
Employee's Signature: A facility	
Authorised by:	1 JUN 2021
Additions 29.	6961
	Commence and a second s
R.C. Hayhoe:	COPIES
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M. O'Brien: :	Office use only:
	Days remaining 24.