## Employee Request for Annual Leave

0 0000	
Employee Name: A BARCO	
I request PAID leave from work as follows:	
Commencing: 15/03/2021	
Commencing: 13   03   20 0 1	
Ending:	
1	
Number of days to be taken:	<del></del>
I request UNPAID leave from work as follows:	
Commencing:	
commencing.	
Ending:	
Number of days to be taken:	
Number of days to be taken	
Please Note: Unpaid leave <u>cannot</u> be taken until no unpaid leave can be taken without the prior a	all leave entitlement is used up and
no unpaid leave can be taken without the phor a	utilonsution of monara or management
Employee's Signature: A Real	SPECIALIST JOINERY LTD
Employee's Signature:	OINERYLTO
	18 FEB 2201
Authorised by:	2021.
*	100
P.C. Hawkee	COPIES
R.C. Hayhoe:	
M. O'Brien::	Office use only:
	Days remaining