

## Employee Request for Annual Leave

Employee Name: A. BARLOW

**I request PAID leave from work as follows:**

Commencing: 19/07/2021

Ending: 23/07/2021

Number of days to be taken: 5

**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: \_\_\_\_\_

JAS SPECIALIST JOINERY LTD	
24 JUN 2021	
ACTION	COPIES

Office use only:  
Days remaining

60