Employee Request for Annual Leave

Employee Name: A BARCO	
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I request PAID leave from work as follows:	
von as jonews.	
	1
Commencing: $\frac{19/10/21}{}$	
-	
Ending:	
Number of days to be taken:	
realiser of days to be taken.	
I request UNPAID leave from work as follows:	
Commencing:	
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.
1 0 0	
Employee's Signature: A. Bul	JMS SPECIALIST JOINERY LTD
Authorised by:	18 001 2001
Authorised by:	18 UL 1 2021
AC	TION ACTION
R.C. Hayhoe:	COPIES
M. O'Brien::	Office use only:
	Days remaining
	1