Employee Request for Annual Leave

The state of the s	
Employee Name: A BARCO W	
I request PAID leave from work as follows:	
	•
Commencing: 28/06/21	
Commencing: $\frac{28/06/21}{29/06/21}$ Ending: $\frac{29/06/21}{29/06/21}$	
Number of days to be taken:	
	· •
I request UNPAID leave from work as follows:	
Commencing:	and the second s
Ending:	
Number of days to be taken:	
Plane Note: Handid lane segment he taken until all logge	ntitlement is used up and
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en no unpaid leave can be taken without the prior authorisation	n of Richard or Martin
no unpaid leave can be taken without the prior dathonsation	of Menara or Martin.
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A 0 1	SWS SPECIALIST JOINERY LTD
Employee's Signature: A Bell	
Employee's Signature: A Believe	8 m 85 3 V 4
	15 JUN 2021
Authorised by:	
	ACTION A COPIES
	Per
R.C. Hayhoe:	<i>y</i> .
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M. O'Brien::	Office use only:
	Days remaining 21.