

## Employee Request for Annual Leave

Employee Name: A. BARLOW

*I request PAID leave from work as follows:*

Commencing: ~~28/08/21~~ 31.08.21

Ending: 03/09/21

Number of days to be taken: ~~3~~ 4

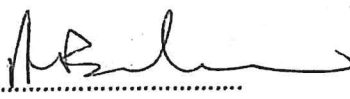
*I request UNPAID leave from work as follows:*

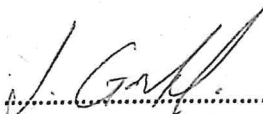
Commencing: \_\_\_\_\_

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: 

Authorised by: 

R.C. Hayhoe: .....

M. O'Brien: : .....

on card

JMS SPECIALIST JOINERY LTD	
25 FEB 2021	
ACTION	COPIES <u>100</u>

Office use only:	<u>25 (26)</u>
Days remaining	