



Employee Request for Annual Leave

Employee Name: ANDY BARLOW

I request PAID leave from work as follows:

Commencing: 13/01/22

Ending: _____

Number of days to be taken: 1

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]

J.R. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD	
4 JAN 2022	
ACTION <u>[Signature]</u>	COPIES
Office use only: Days remaining <u>18</u> includes carryover.	

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