

## Employee Request for Annual Leave

Employee Name: A. BARLOW

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

Commencing: 29/07/2022

Ending: 05/08/2022

Number of days to be taken: 6

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

Please change to  
22/07/22  
29/07/22

JMS SPECIALIST JOINERY LTD	
31 MAY 2022	
ACTION	COPIES

JMS SPECIALIST JOINERY LTD	
14 DEC 2021	
ACTION	COPIES

Office use only:	
Days remaining	<u>13</u>
Total before carry forward of 2021's remaining	