



## Employee Request for Annual Leave

Employee Name: A. BARLOW

*I request PAID leave from work as follows:*

Commencing: 23/12/2022

Ending: 23/12/2022

Number of days to be taken: 2

*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: J. O'Brien

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_

JMS SPECIALIST JOINERY LTD  
- 4 OCT 2022  
ACTION  
COPIES  
Office use only:  
Days remaining 0

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