RAPHAEL CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: _A. BARLOW_

I request PAID leave from work as follows:

Commencing: _02/06/23_

Ending: _12/06/23_

Number of days to be taken: _7_

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____
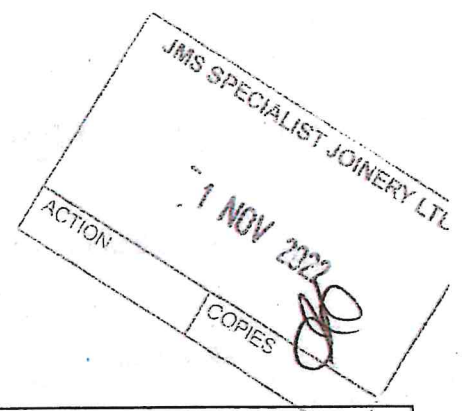
Number of days to be taken: _____

Please Note: *Unpaid leave <u>cannot</u> 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. B_

Authorised by: _J. Culb_

J.R. Hayhoe: ....

M. O'Brien: ....

JMS SPECIALIST JOINERY LTD
ACTION
1 NOV 2022
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Office use only:
Days remaining _12_