



Employee Request for Annual Leave

Employee Name: Zsolt Gage

I request PAID leave from work as follows:

Commencing: 04 Aug. 2022

Ending: 19 Aug. 2022

Number of days to be taken: 12

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: [Signature]

Authorised by: [Signature]

J.R. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD	
21 JUL 2022	
ACTION	CONFIRMED <u>[Signature]</u>

Office use only:	
Days remaining	<u>15</u>

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