Employee Request for Annual Leave

Employee Name: LEE DORAN

I request PAID leave from work as follows:	
Commencing: WED 2 SEPT 7020	• ,
Ending: <u>FPJ 4 SEPT 2020</u>	
Number of days to be taken: 3	
I request UNPAID leave from work as follows:	
Commencing:	
Tuelline.	
Ending:	
Number of dougle he tolery	· ·
Number of days to be taken:	
	· A To the second of the secon
Please Note: Unpaid leave <u>cannot</u> be taken until all leave	antitlement is used up and
no unpaid leave can be taken without the prior authorisati	
no anpara reave can be taken without the prior duthorisati	on of Kichara or Martin.
	MS SPECIALIST JOINERY LTD
Employee's Signature:	WS SPECIALIST SOME
Employee 3 Signature.	
	13 AUS 2020
Authorised by:	13 HOS 2020
Additionated by	
AC AC	TION LICOPIES
R.C. Hayhoe:	
mo naynoe.	
M. O'Brien:	017
W. O BITCH.	Office use only:
	Days remaining 10 (4)