Employee Request for Annual Leave

Employee Name: LEE DORAN	
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I request PAID leave from work as follows:	e v
*	*
Commencian : 500 & 5014 2020	
Commencing: WED & JULY 2020	,
Ending: WED 8 JULY 2020	
	· ·
Number of days to be taken:	
Number of days to be taken:	*
	ž.
I request UNPAID leave from work as follows:	
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	*
Commencing:	
Ending:	
Littuing.	,
Number of days to be taken:	
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Please Note: Unpaid leave <u>cannot</u> be taken until all leave en	titlement is used up and
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no unpaid leave can be taken without the prior authorisation	of Richard or Wartin.
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Employad's Signatura, 4/1/4	
Employee's Signature:	REGGIALIST JOINERY LTD .
Authorised by:	1111 0000
	1 4 JUL 2020
	1.12
R.C. Hayhoe:	COPIES
M. O'Brien: :	Office use only
With Collection and the second	Office use only:
4	Days remaining 13.
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