

Employee Request for Annual Leave

Employee Name: LIFE DORAN

I request PAID leave from work as follows:

Commencing: MON 21 SEPT 2020

Ending: MON 21 SEPT 2020

Number of days to be taken: 1

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: 

Authorised by:

R.C. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD	
22 SEP 2020	
ACTION <u>dd</u>	COPIES
Office use only:	
Days remaining	<u>14</u> ✓