

Employee Request for Annual Leave

Employee Name: LEE DORAN

I request PAID leave from work as follows:

Commencing: MON 27 JULY 2020

Ending: FRI 31 JULY 2020

Number of days to be taken: 5

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]

R.C. Hayhoe: _____

M. O'Brien: : _____

JMS SPECIALIST JOINERY LTD

- 6 JUL 2020

ACTION

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Office use only:

Days remaining

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