Employee Request for Annual Leave

Employee Name: LEE DORAN	<u> </u>
I request PAID leave from work as follows:	
rrequest PAID leave from work as joilows:	
Commencing: MON S MAP 2021	
Ending: FPI 12 MAR 2021	
Enumg. 1-10 12 /1/1/2 2021	
Number of days to be taken:	
I request LINDAID legge from work as follows:	
I request UNPAID leave from work as follows:	
Commencing:	•
Ending	
Ending:	
Number of days to be taken:	
*	
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Please Note: Unpaid leave <u>cannot</u> be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.	
anpaid leave can be taken without the prior dathonsa	don of Nichara or Wartin.
Employee's Signature:	JMS SPECIALIST JOINERY LTD
	- SOMEN LIB
Authorised by:	A 573.74 to
	21 DEC 2020
P.C. Haybaar	
R.C. Hayhoe:	ACTION COPIES
M. O'Brien: :	Office use only:
	Days remaining