

Employee Request for Annual Leave

Employee Name: LEE DORAN

I request PAID leave from work as follows:

Commencing: MON 22 NOV 2021

Ending: MON 22 NOV 2021

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

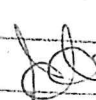
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: 

Authorised by: 

R.C. Hayhoe:

M. O'Brien: :

JMS SPECIALIST JOINERY LTD	
11 NOV 2021	
ACTION 	COPIES

Office use only:	
Days remaining	<u>13</u>