Employee Request for Annual Leave

Employee walle.	
I request PAID leave from work as follows:	
request PAID leave from work as joilows.	
Commencing: THUR 30 SEPT 2021	
Ending: FRI OCT 2021	
Ending: FRI OCT 2021	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Commonsino	
Commencing:	
Ending:	
	* * *
Number of days to be taken.	
Number of days to be taken:	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en	titlement is used un and
no unpaid leave can be taken without the prior authorisation	
no unpula reave can be taken without the prior dathorisation	of Michael of Wartin.
\mathcal{U}_{1}	JMS SPECIALIST JOINERY LTD
Employee's Signature:	JENS SPECIALIS. SOMERY
Zimproyee 3 digitature:	
	1 9 AUG 2021
Authorised by:	
	ACTION (COPIES
D.C. Hard	2612
R.C. Hayhoe:	
M. O'Brien: :	Office use only
	Office use only:
	Days remaining 16