



### Employee Request for Annual Leave

Employee Name: LEE DORAN

*I request PAID leave from work as follows:*

Commencing: FRI 11 NOV 2022

Ending: FRI 11 NOV 2022

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: [Signature]

Authorised by: [Signature]

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_

JMS SPECIALIST JOINERY LTD	
8 NOV 2022	
ACTION	COPIES

Office use only: Days remaining <u>2</u>
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