



Employee Request for Annual Leave

Employee Name: LFE DORAN

I request PAID leave from work as follows:

Commencing: THURS 20 JAN 2022

Ending: THURS 20 JAN 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:

Authorised by:

J.R. Hayhoe: _____

M. O'Brien: _____

JMS SPECIALIST JOINERY LTD
24 JAN 2022
ACTION COPIES 1

Office use only:
Days remaining 24

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