

Employee Request for Annual Leave

Employee	Name:	EE DO	BAN	/		
l request l	PAID leave froi	m work as f	ollow	s:		
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				* .		
Commenc	ing: MON	20	JUA	JE 2022		
Ending:	THUR	23	JUN	1E 2022		
Number	f days to be tal	kan: 4				
Number 0	i days to be tai	Ken		<u></u>		
l request l	INPAID leave ;	from work (as foll	ows:		
Commenc	ing:					
commenc		3				
Ending:		/		*		
Number o	f days to be tal	ken:				
					*	
Please No	te: Unpaid lea	ave <u>cannot</u>	be tal	ken until all leave er	ititlement is u	ised up and
no unpaid	leave can be t	aken witho	ut the	e prior authorisation	of Richard o	r Martin.
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		1.			segiali	ST JOINERY LTD
Employee	's Signature:	Mh				
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		0			1 = 1,115	11 2022
Authorise	d by:	<i>fl</i> \			The state of the constitution of the same and the const	COPIES
		l'				COFIES -
J.R. Hayh	ne*					CIC
Sid. Hayin		••••••	*********		^	
M. O'Brie	n:				Office use	only:
					Days remai	ining 15
T REFERENCE:	ADM-FM-001			CREATION DATE:	27/03/2013	
	HOLIDAY REQUEST	VERSION NO:	1.1	LAST REVISION DATE:	22/12/2021	Page 1 of 1

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