

Employee Request for Annual Leave

Employee Name: John Gould

I request PAID leave from work as follows:

Commencing: Wednesday 26th August 2020

Ending: Wednesday 26th August 2020

Number of days to be taken: 1 day


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	
- 5 MAR 2020	
ACTION	NOB/IRH/PB/DS/SS/RA.

Office use only:	
Days remaining	<u>9</u> ✓