Employee Request for Annual Leave

Employee Name: John Gould	
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*	
I request PAID leave from work as follows:	, ,
Commencing: Thursday 2nd December 21	
Ending: Friday 3rd December 21	
Number of days to be taken:2	
I request UNPAID leave from work as follows:	
Community of the second of the	
Commencing:	
Endings	
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 of Richard or Martin.	
in dispute leave dail be taken without the prior dathorisation	of monara or martin
Employee's Signature:	PECIALIST JOINERY LTD
,,,,,,	
	2 . 11 /4 .
Authorised by:	2 4 JUN 2321
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R.C. Hayhoe:	COVO-
M. O'Brien: :	Office use only:
Secretary of the Secret	Days remaining 11
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