

Employee Request for Annual Leave

Employee Name: John Cowd

I request PAID leave from work as follows:

Commencing: Tuesday 21st September '21

Ending: Friday 24th September '21 Inclusive

Number of days to be taken: 4

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:

R.C. Hayhoe:

M. O'Brien: :

JMS SPECIALIST JOINERY LTD	
24 JUN 2021	
ACTION	[Signature]

Office use only:
Days remaining 13.