Employee Request for Annual Leave

Employee Name: _____ John Gould _____

I request PAID leave from work as follows:

Commencing: _____ 25th August '21 _____

Ending: _____ 25th August '21 _____

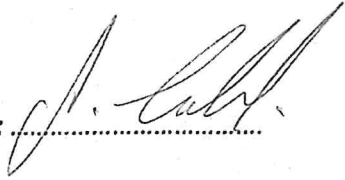Number of days to be taken: _____ 1 day _____

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

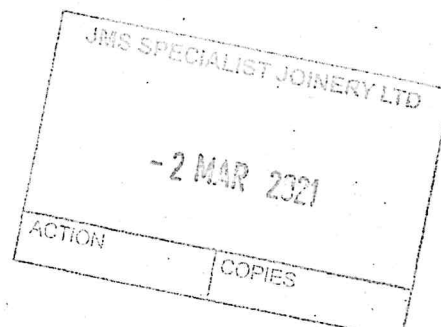Number of days to be taken: _____

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

-2 MAR 2021

ACTION   COPIES

Office use only:
Days remaining   25