

Employee Request for Annual Leave

Employee Name: John Gould

I request PAID leave from work as follows:

Commencing: 26th August 2021 Thursday

Ending: 27th August 2021 Friday

Number of days to be taken: 2

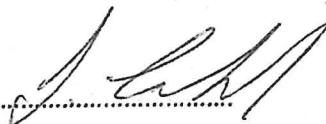
I request UNPAID leave from work as follows:

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

26 MAY 2021

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Office use only:
Days remaining

23