## **Employee Request for Annual Leave**

| employee Name: 1111011 1 Continue  |  |
|--|--|
|  |  |
|  |  |
| I request PAID leave from work as follows:   |  |
|  |  |
| - 10/  | * ,                                    |
| Commencing: $20/8/20$  |  |
|  |  |
| Ending: 21/8/20  |  |
|  |  |
| Number of days to be taken:  |  |
|  |  |
|  |  |
| I request UNPAID leave from work as follows:   |  |
|  |  |
|  |  |
| Commencing:  |  |
|  | •                                      |
| Ending:  |  |
|  |  |
| Number of days to be taken:  |  |
| The state of the s |  |
|  |  |
| Please Note: Unpaid leave <u>cannot</u> be taken until all leave e   | entitlement is used un and             |
| no unpaid leave can be taken without the prior authorisation   |  |
| the supplied to the call be taken without the prior additions and  | of Menaid of Walen.                    |
|  |  |
|  | ** ** ******************************** |
| Employee's Signature: Afford   | JIMS SPECIALIST JOINERY LTD            |
| f  | JOINERY LTD                            |
|  |  |
| Authorised by:   | 6 AUS 2020                             |
| Authorised by.   | 100 2020                               |
|  | ACTION                                 |
| P.C. Haubaa  | A TOPIES                               |
| R.C. Hayhoe:   | ( )                                    |
| NA O/Prince  |  |
| M. O'Brien::   | Office use only:                       |
|  | Days remaining                         |
|  |  |
|  |  |
|  |  |