

## Employee Request for Annual Leave

Employee Name: Arron Hammond

*I request PAID leave from work as follows:*

Commencing: 7/9/21 2 14/9/21

Ending: 7/9/21 2 16/9/21

Number of days to be taken: 1 2 3 = 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: 

Authorised by: 

R.C. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_

JMS SPECIALIST JOINERY LTD  
- 9 SEP 2021  
ACTION  


Office use only: Days remaining	<u>6</u>
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