



## Employee Request for Annual Leave

Employee Name: Arron Hammond

*I request PAID leave from work as follows:*

Commencing: 16 / 8 / 23

Ending: 25 / 8 / 23

Number of days to be taken: 8

*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: [Signature]

J.R. Hayhoe: \_\_\_\_\_

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

JMS SPECIALIST JOINERY LTD	
17 JAN 2023	
ACTION	COPIES <u>[Signature]</u>

Office use only: Days remaining	<u>17</u>
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