

Employee Request for Annual Leave

Employee Name: Joseph M. Slattery

I request PAID leave from work as follows:

Commencing: 16.7.20

Ending: —

Number of days to be taken: 1

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: J M Slattery

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

JMS-SPECIALIST JOINERY LTD	
1 JUL 2020	
ACTION <u>[Signature]</u>	COPIES

Office use only:
Days remaining

24