

Employee Request for Annual Leave

Employee Name:

Joseph M'Slary

I request PAID leave from work as follows:

Commencing: 17.7.20

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'Slary

Authorised by:

R.C. Hayhoe:

M. O'Brien: :

JMS SPECIALIST JOINERY LTD

- 9 JUL 2020

ACTION

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Office use only:

Days remaining

18