

Employee Request for Annual Leave

Employee Name: JOSEPH M'SHARRY

I request PAID leave from work as follows:

Commencing: 3.9.20

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'Sharry

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien:

JWS SPECIALIST JOINERY LTD
15. SEP 2020
ACTION
Office use only:
Days remaining 16/20