Employee Request for Annual Leave

Employee Name:	
I request PAID leave from work as follows:	
Commencing: 5.10.21	
Commencing, 7.70 C/	
Finalis -	
Ending:	
No. 1	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Commencing:	
4	
Ending:	
Number of days to be taleas	
Number of days to be taken:	
Diamas Natural III	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave en	ntitlement is used up and
no unpaid leave can be taken without the prior authorisation	of Richard or Martin.
	*
- A.(C)	
Employee's Signature: J. M. Shary	lisa .
	JMS SPECIALIST JOINERY LTO
	JUINERYLID
Authorised by:	I
	3 JUN 2021
	2021
R.C. Hayhoe:	ACTION
	MO
M. O'Brien::	1
Will O Differ.	Office use only:
	Days remaining 24
The state of the s	