

Employee Request for Annual Leave

Employee Name: Joe McSherry

I request PAID leave from work as follows:

Commencing: 6.10.21

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: Joe McSherry

Authorised by: [Signature]

R.C. Hayhoe: —

M. O'Brien: —

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|----------------------------|--------|
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| 15 SEP 2021 | |
| ACTION | COPIES |

Office use only:
Days remaining 13