## **Employee Request for Annual Leave**

Employee Name: 30-6 19 Show	
I request PAID leave from work as follows:	
Commencing: 6.10.21	
commencing.	
Ending:	
Number of days to be taken:	
I request UNPAID leave from work as follows:	
Commencing:	
Findings	
Ending:	
Number of deve to be tale	
Number of days to be taken:	
Please Note: Unnaid laws samuel be to be	
Please Note: Unpaid leave cannot be taken until all leave	e entitlement is used up and
no unpaid leave can be taken without the prior authorisa	tion of Richard or Martin.
Employee's Signature: JM Clony	Spic courses of the
Improved a signature.	JMS SPECIALIST JOINERY LTD
Authorised by:	15 SEP 2021
	13 JET 2021
R.C. Hayhoe:	ACTION \\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\
	100
M. O'Brien: :	
	Office use only:
the state of the s	Days remaining 13