

Employee Request for Annual Leave

Employee Name: Joe M'Sharry

I request PAID leave from work as follows:

Commencing: 16.7.21

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: J.M'Sharry

Authorised by:

R.C. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD	
1 JUN 2021	
ACTION <u> </u>	COPIES

Office use only:
Days remaining 27