

Employee Request for Annual Leave

Employee Name: Joe McSharry

I request PAID leave from work as follows:

Commencing: 2.7.21

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. McSharry

Authorised by: [Signature]

R.C. Hayhoe: —

M. O'Brien: —

JMS SPECIALIST JOINERY LTD

24 JUN 2021

ACTION

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Office use only:
Days remaining 20 ✓