

Employee Request for Annual Leave

| Employe | e Name: | osep | h | 17 Shorm | _ | |
|--|---|-------------|-------|--|--|------------------------|
| | | 7 | | | | |
| l reques | t PAID leave fro | om work as | follo | ws: | | |
| Commer | ncing: <u>24</u> | 2.23 | | | | |
| Ending: | | | | | | |
| Number | of days to be ta | nken:(_ | | | | |
| l request | UNPAID leave | from work | as fo | llows: | | |
| Commen | cing: | | | | | |
| Ending: | | | _/ | | | |
| Number | of days to be ta | ken: | | | | |
| | | | | iken until all leave e e prior authorisatio | | |
| Employe | e's Signature: | <u> </u> | 5 | | JMS | SPECIALIST JOINERY LTD |
| Authorised by: | | | | | ACTION | 0 2 FEB 2023 |
| J.R. Hayh | oe: | | | | ACTION | COPIAS |
| M. O'Brien: | | | | | Office use only: Days remaining 22. | |
| DOCUMENT REFERENCE | [.au. | | , | | 2 brougust | stucid from 2022 |
| DOCUMENT REFERENCE: DOCUMENT OWNER: | ADM-FM-001 HOLIDAY REQUEST FORM DS | VERSION NO: | 1.1 | CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE: | 27/03/2013 22/12/2021 TBC | Page 1 of 1 |
| The state of the s | | | | | d | |