

Employee Request for Annual Leave

Employee Name: MALCOLM TAYLOR

I request PAID leave from work as follows:

Commencing: Mon 3rd August 20

Ending: Fri 7th August 20

Number of days to be taken: 5

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: Malcolm Taylor

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

| | |
|----------------------------|--------|
| JMS SPECIALIST JOINERY LTD | |
| - 9 JUL 2020 | |
| ACTION | COPIES |
| <u>[Signature]</u> | |

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|------------------|-----------|
| Office use only: | |
| Days remaining | <u>17</u> |