

# Employee Request for Annual Leave

Employee Name: MALCOLM TAYLOR

***I request PAID leave from work as follows:***

Commencing: Wed 19<sup>th</sup> August 20

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

***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: Markston Taylor

Authorised by: on card

**R.C. Hayhoe:** .....

**M. O'Brien: :** .....

JMS SPECIALIST JOINERY LTD

13 AUG 2020

ACTION *[Signature]* COPIES

Office use only:  
Days remaining 18 (19)