## **Employee Request for Annual Leave**

Employee Name: MALCOLM TAYLOR	
I request PAID leave from work as follows:	
Commencing: Tues 21st July 20	*
Commencing. 18123 2176 3 2519 2 3	* '
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 <u>cannot</u> be taken until all leave e	entitlement is used un and
no unpaid leave can be taken without the prior authorisatio	The second secon
	JMS SPECIAL
Employee's Signature: Malcolan Tagl	JMS SPECIALIST JOINERY LTD
Employee's Signature: //(((G)(G) / G)	
	16 JUL 2020
Authorised by:	
Authorised by.	ACTION
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R.C. Hayhoe:	The state of the s
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M. O'Brien: :	Office use only:
	Days remaining 16. 2
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