

Employee Request for Annual Leave

Employee Name: MALCOLM TAYLOR

I request PAID leave from work as follows:

Commencing: Fri 25th September 20

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: *Malcolm Taylor*

Authorised by: *[Signature]*

R.C. Hayhoe:

M. O'Brien: :

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ACTION <u><i>[Signature]</i></u>	COPIES

Office use only:	
Days remaining	<u>18</u> ✓