

## Employee Request for Annual Leave

Employee Name: MALCOLM TAYLOR

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

Commencing: Thurs 28<sup>th</sup> October 21

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: Nakela Tash


**Authorised by:** \_\_\_\_\_

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

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

JMS SPECIALIST JOINERY LTD

18 OCT 2021

ACTION  COPIES

Office use only:  
Days remaining 16.