## **Employee Request for Annual Leave**

Employee Name: MALEGUA CAYCON	
	2
I request PAID leave from work as follows:	
To 21st 1 - 671	
Commencing: 108) 31 Hugevit (1)	
Commencing: Two 31st August 71  Ending: Fri 3rd September 21	
Ending: The september 21	
Number of days to be taken:	
Number of days to be taken	
I request UNPAID leave from work as follows:	
request on the read of from the first and justices.	
Commencing:	
Ending:	
	•
Number of days to be taken:	
Please Note: Unpaid leave <u>cannot</u> be taken until all leave er	
no unpaid leave can be taken without the prior authorisation	า of Richard or Martin.
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Employee's Signature: Malatin Confl	
Employee's Signature: 1.1.v.1.v.1.v.1.v.1.v.1.v.1.v.1.v.1.v.1	JMS SPECIALIST JOINERY CO.
11.1	JUNIERY OF
Authorised by:	
	17 AUG 2021
<i>F</i>	- 1
R.C. Hayhoe:	ACTION DO
	COPES
M. O'Brien::	Office use only:
	Days remaining 22
	Days terrianing
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