



## Employee Request for Annual Leave

Employee Name: MALCOLM TAYLOR

*I request PAID leave from work as follows:*

Commencing: Tues 30<sup>th</sup> August 22

Ending: Fri 9<sup>th</sup> September 22

Number of days to be taken: 9

*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]

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_

JMG SPECIALIST JOINERS LTD  
11 AUG 2022  
ACTION  
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Office use only:  
Days remaining 5

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