

Employee Request for Annual Leave

Employee Name: ELYN WARD

I request PAID leave from work as follows:

Commencing: 1 SEPT 20

Ending: 4 SEPT 20

Number of days to be taken: 4

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: _____

Authorised by: _____

R.C. Hayhoe: _____

M. O'Brien: : _____

JMS SPECIALIST JOINERY LTD	
20 AUG 2020	
ACTION	COPIES

Office use only:	
Days remaining	<u>4</u> (8)