

## Employee Request for Annual Leave

Employee Name: GLYN WARD

*I request PAID leave from work as follows:*

Commencing: 3 AUG 20

Ending: 17 AUG 20

Number of days to be taken: 11

*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

18 JUN 2020

ACTION

COPIES

Office use only:

Days remaining

9 14