

Employee Request for Annual Leave

Employee Name: G. WAKP.

I request PAID leave from work as follows:

Commencing: 14.10.20 / 19.10.20

Ending: _____

Number of days to be taken: 2

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: :

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20 OCT 2020	
ACTION	COPIES

Office use only:	
Days remaining	<u>0</u> ✓