Employee Request for Annual Leave

Employee Name: 947N WARD

| request PAID leave from work as follows: | * . |
|---|--|
| | |
| Commencing: 21 DEC 20 | |
| Ending: 24 DEC Zo Number of days to be taken: 4 | |
| Number of days to be taken: | |
| | |
| I request UNPAID leave from work as follows: | |
| | |
| Commencing: | |
| 5 10 | |
| Ending: | |
| Number of days to be taken: | |
| | |
| | |
| Please Note: Unpaid leave <u>cannot</u> be taken until all leave en | |
| no unpaid leave can be taken without the prior authorisation | of Richard or Wartin. |
| | |
| | Section of the sectio |
| Employee's Signature | JIMS SPECIALIST JOINERY LTD |
| 1º | LINI LTD |
| Authorised by: | 6 007 |
| Authorised by. | 6 OCT 2020 |
| | ACTION |
| R.C. Hayhoe: | CONES - |
| M. O'Brien: : | Office was and w |
| | Office use only: Days remaining |
| | Days remaining 100 |
| | 6 K 288 S |