

Employee Request for Annual Leave

Employee Name:

GHYN WARD

I request PAID leave from work as follows:

Commencing:

6 AUG 21

Ending:

20 AUG 21

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:

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M. O'Brien: :

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JOINT JOINERY LTD

22 JUN 2021

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Office use only:
Days remaining

