

## Employee Request for Annual Leave

Employee Name: GLYN WARD

*I request PAID leave from work as follows:*

Commencing: 15-3-21

Ending: \_\_\_\_\_

Number of days to be taken: ONE

*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	
17 MAR 2021	
ACTION	COPIES

Office use only:  
Days remaining

22

21 ✓