## **Employee Request for Annual Leave**

Employee Name: 42/W WHO	
I request PAID leave from work as follows:	
,	
Commencing: 15-3-21	
commencing.	
Fudium	
Ending:	
and the same of th	
Number of days to be taken:	
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 e	ntitlement is used up and
no unpaid leave can be taken without the prior authorisation of Richard or Martin.	
no unputa teave can be taken without the prior authorisation	
	A CONTROL OF THE PROPERTY LANGUE TO VICTOR OF THE PROPERTY OF
Employagia Signatura	JMS SPECIALIST JOINERY LTD
Employee's Signature:	
	7 1445 2004
	17 MAR 2021
Authorised by:	
	ACTION DPIES
R.C. Hayhoe:	
M. O'Brien: :	Office use only:
	Days remaining 22 2
	-
	* 1