



Employee Request for Annual Leave

Employee Name: GLYN WARD

I request PAID leave from work as follows:

Commencing: 19 APRIL

Ending: 22 APRIL

Number of days to be taken: 4

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: _____

J.R. Hayhoe: _____

M. O'Brien: _____

JWS SPECIALIST JOINERY LTD

29 MAR 2022

ACTION

COPY

Office use only:
Days remaining

14

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