

Employee Request for Annual Leave

Employee Name: TED WINTERBURN

I request PAID leave from work as follows:

Commencing: 3 AND 4 AUGUST 2020

Ending: 4.8.20

Number of days to be taken: 2 DAYS

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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe: _____

M. O'Brien: _____

JMS SPECIALIST JOINERY LTD	
6 AUG 2020	
ACTION	COPIES

Office use only:
Days remaining 8 (12)

SW
MT
MH } 20H