

## Employee Request for Annual Leave

Employee Name: TEP

*I request PAID leave from work as follows:*

Commencing: 13.8.20

Ending: 14.8.20

Number of days to be taken: 2

*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	
18 AUG 2020	
ACTION	COPIES
	

Office use only:	
Days remaining	<u>6.</u> (105)