

Employee Request for Annual Leave

Employee Name: TED WINTERBURN

I request PAID leave from work as follows:

Commencing: 25TH JUNE 2020

Ending: 26TH JUNE 2020

Number of days to be taken: 2 DAYS

I request UNPAID leave from work as follows:

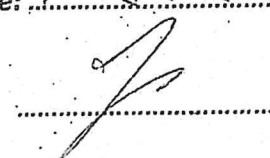
Commencing: _____

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: 

Authorised by: 

R.C. Hayhoe: _____

M. O'Brien: _____

JMS SPECIALIST JOINERY LTD	
25 JUN 2020	
ACTION	

Office use only:

Days remaining 17