

## Employee Request for Annual Leave

Employee Name: TED WINTER BURN

*I request PAID leave from work as follows:*

Commencing: 1<sup>ST</sup> / 3 / 21

Ending: 3 / 3 / 21

Number of days to be taken: 3 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: T. Winter Burn

Authorised by: \_\_\_\_\_

R.C. Hayhoe: \_\_\_\_\_

M. O'Brien: : \_\_\_\_\_

*on car*

JMS SPECIALIST JOINERY LTD	
- 9 MAR 2021	
ACTION	COPIES

Office use only:  
Days remaining

25 ✓