

Employee Request for Annual Leave

Employee Name: TED WINTERBURN

I request PAID leave from work as follows:

Commencing: 13.10.21

Ending: 15.10.21

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. Winterburn

Authorised by: _____

R.C. Hayhoe: _____

M. O'Brien: : _____

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|----------------------------|-----------------|
| JMS SPECIALIST JOINERY LTD | |
| 18 OCT 2021 | |
| ACTION | COPIES <u>1</u> |

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| Office use only: Days remaining <u>6</u> |
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