Employee Request for Annual Leave

Employee Name: _Ted Winterburn_

I request PAID leave from work as follows:

Commencing: _21/12/21_

Ending: _21/12/21_

Number of days to be taken: _1 DAY_

I request UNPAID leave from work as follows:

Commencing: _____

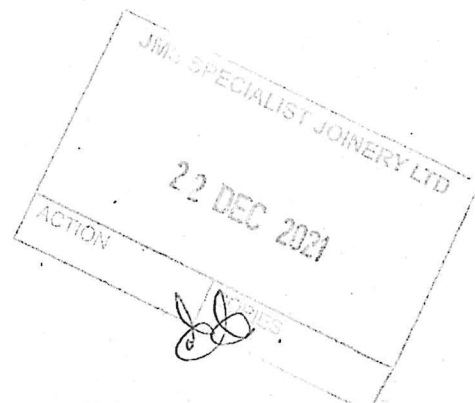Ending: _____

Number of days to be taken: _____

Please Note: *Unpaid leave <u>cannot</u> 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
22 DEC 2021
ACTION

Office use only:
Days remaining _____0_____