Employee Request for Annual Leave

Employee Name: TED WINTERBURN

I request PAID leave from work as follows:

Commencing: 16TH AND THE 19TH DECEMBER 22

Ending: 19/12/22

Number of days to be taken: 2 DAYS

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____
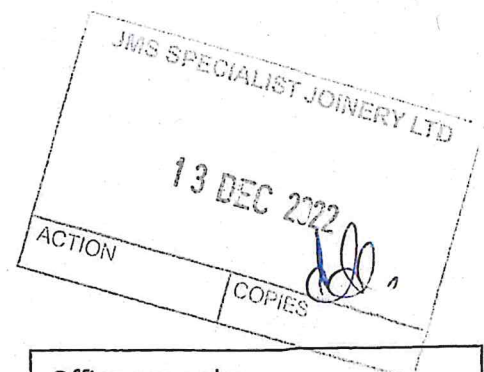
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: ....

Authorised by: ....

J.R. Hayhoe: ....

M. O'Brien: ....

JMS SPECIALIST JOINERY LTD
13 DEC 2022
ACTION   COPIES

Office use only:
Days remaining   0