



Employee Request for Annual Leave

Employee Name: TED WINTERBLURN

I request PAID leave from work as follows:

Commencing: 25/3/22

Ending: 25/3/22

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 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:

JWS SPECIALIST JOINER
22 MAR 2022
ACTION COPIES

Office use only:
Days remaining 60

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