



Employee Request for Annual Leave

Employee Name: TED WINTERBURN

I request PAID leave from work as follows:

Commencing: 15/2/23

Ending: 15/2/23

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: T. Winterburn

Authorised by: _____

J.R. Hayhoe: _____

M. O'Brien: _____

JMS SPECIALIST JOINERY LTD	
16 FEB 2023	
ACTION	COPY <u>[Signature]</u>

Office use only: Days remaining <u>21</u>
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