

Employee Request for Annual Leave

Employee Name: SURATH

I request PAID leave from work as follows:

Commencing: 6.10.21

Ending: 8.10.21

Number of days to be taken: 3

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: [Signature]

Authorised by: [Signature]

R.C. Hayhoe:

M. O'Brien: :

JSC SPECIALIST JOINERY LTD	
5 OCT 2021	
ACTION	[Signature]
Office use only:	
Days remaining	<u>17</u>