

Employee Request for Annual Leave

Employee Name: S. WRIGHT

I request PAID leave from work as follows:

Commencing: 28.10.21

Ending: 29.10.21

Number of days to be taken: 2

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: :

JMS SPECIALIST JOINERY LTD	
18 OCT 2021	
ACTION	COPIES
Office use only: Days remaining <u>14.</u>	