



RAPHAEL  
CONTRACTING LTD

## Employee Request for Annual Leave

Employee Name: Martin

*I request PAID leave from work as follows:*

Commencing: Weds 13/4

Ending: Tues 19/4

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: V. O'Brien

Authorised by: \_\_\_\_\_

R.C. Hayhoe: \_\_\_\_\_

M. O'Brien: : \_\_\_\_\_

Office use only:  
Days remaining  
24/08/2020

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