



Employee Request for Annual Leave

Employee Name: Tom Caldecott

I request PAID leave from work as follows:

Commencing: 5 sept 2022

Ending: 9 sept 2022

Number of days to be taken: 5.

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: /

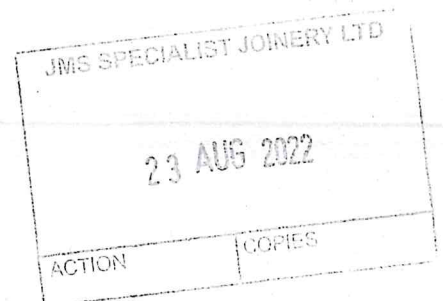
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: Tom Caldecott

Authorised by: [Signature]

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining 8

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| DOCUMENT REFERENCE: | ADM-FM-001 HOLIDAY REQUEST FORM DS | VERSION NO: | 1.1 | CREATION DATE: | 27/03/2013 | Page 1 of 1 |
| DOCUMENT OWNER: | | | | LAST REVISION DATE: NEXT REVIEW DATE: | 22/12/2021 TBC | |