



## Employee Request for Annual Leave

Employee Name: Ian Caldecott

*I request PAID leave from work as follows:*

Commencing: 8 June

Ending: —

Number of days to be taken: 1

*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: 

Authorised by: 

J.R. Hayhoe: .....

M. O'Brien: .....

JMG SPECIALIST JOINERY LTD  
31 MAY 2022  
ACTION  
COPIES  
Office use only:  
Days remaining 15

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	