



Employee Request for Annual Leave

Employee Name: Ian Caldecott

I request PAID leave from work as follows:

Commencing: 20th May 2022

Ending: -

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing: /

Ending: /

Number of days to be taken: /

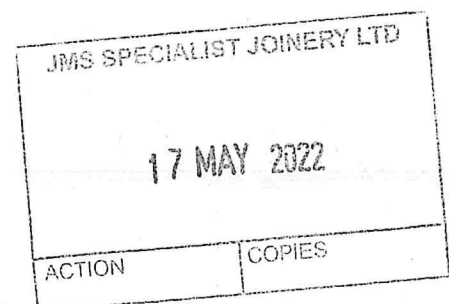
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: Ian Caldecott

Authorised by: J. O'Brien

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining 16

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