# RAPHAEL CONTRACTING LTD

## Employee Request for Annual Leave

**Employee Name:** _Ian Caldecott_

*I request PAID leave from work as follows:*

Commencing: _24 Oct 22_
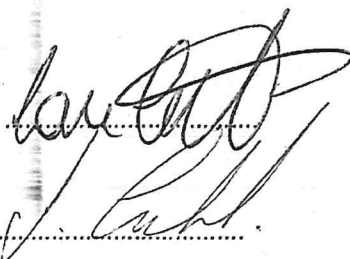
Ending: _28 Oct 22_

Number of days to be taken: _5_

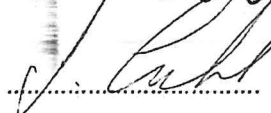*I request UNPAID leave from work as follows:*

Commencing: _____

Ending: _____
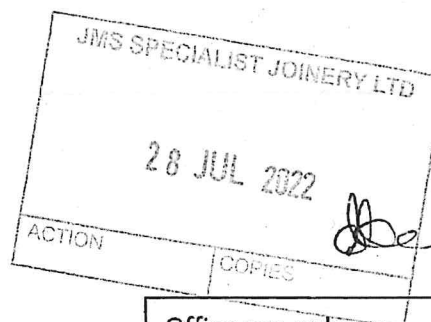
Number of days to be taken: _____

*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:** ........................

**Authorised by:** ........................

**J.R. Hayhoe:** ........................

**M. O'Brien:** ........................

JMS SPECIALIST JOINERY LTD
28 JUL 2022
ACTION        COPIES

Office use only:
Days remaining _9_