



## Employee Request for Annual Leave

Employee Name: Ian Caldwell

*I request PAID leave from work as follows:*

Commencing: 25 November 22

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: .....

JMS SPECIALIST JOINERY LTD

10 NOV 2022

ACTION

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Office use only:

Days remaining 4

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