



Employee Request for Annual Leave

Employee Name: Ian Caldecott

I request PAID leave from work as follows:

Commencing: 30.8.2022

Ending: 9.9.2022

Number of days to be taken: 9

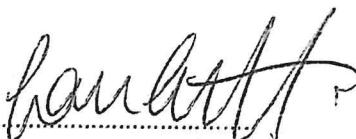
I request UNPAID leave from work as follows:

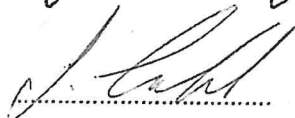
Commencing: _____

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:

Office use only:
Days remaining _____

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