



## Employee Request for Annual Leave

Employee Name: IAN CALDECOTT

*I request PAID leave from work as follows:*

Commencing: 1 MARCH 23

Ending: —

Number of days to be taken: 1

*I request UNPAID leave from work as follows:*

Commencing: —

Ending: —

Number of days to be taken: —

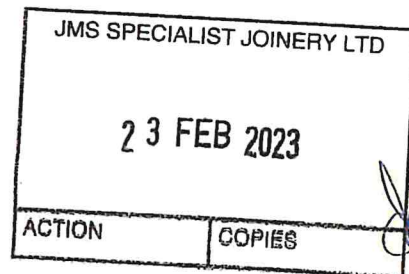
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: *Ian Caldecott*

Authorised by: *J. Hayhoe*

J.R. Hayhoe: .....

M. O'Brien: .....



Office use only:  
Days remaining 18

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