

## Employee Request for Annual Leave

Employee Name:

SAM CHUNG

*I request PAID leave from work as follows:*

Commencing:

14th Nov

Ending:

17th Nov

Number of days to be taken:

4

*I request UNPAID leave from work as follows:*

Commencing:

Ending:

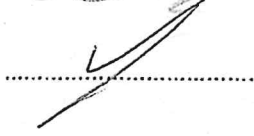
Number of days to be taken:

**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

7

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