



## Employee Request for Annual Leave

Employee Name:

SAM CHMUR

*To CANCEL*  
I request PAID leave from work as follows:

Commencing:

20TH JAN 2022

Ending:

28TH JAN 2022

Number of days to be taken:

7

CANCELLED

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.

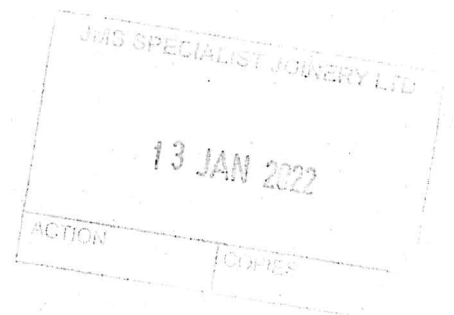
Employee's Signature:

*[Signature]*

Authorised by:

J.R. Hayhoe:

M. O'Brien:



Office use only:

Days remaining

24

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