RCL | RAPHAEL CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

I request PAID leave from work as follows:

Commencing: 23/9/22   7/10/22 ✻

Ending: _____

Number of days to be taken: 1

✻ Changed date as missed in Sept's payroll.

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

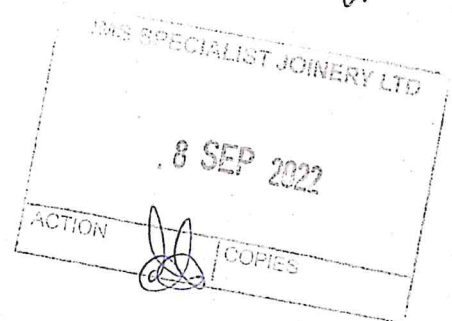Number of days to be taken: _____

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

on cap

Employee's Signature: ....

Authorised by: ....

J.R. Hayhoe: ....

M. O'Brien: ....

DMS SPECIALIST JOINERY LTD
.8 SEP 2022
ACTION   COPIES

Office use only:
Days remaining 2