



## Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

*I request PAID leave from work as follows:*

Commencing: 8<sup>th</sup> SEPTEMBER 2023

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: 

Authorised by: 

J.R. Hayhoe: .....

M. O'Brien: .....

IMS SPECIALIST JOINERY LTD

10 JAN 2023

ACTION

COPIES

Office use only:  
Days remaining 10

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