



Employee Request for Annual Leave

Employee Name: ANDREW HOLDHAM

I request PAID leave from work as follows:

Commencing: 30th MAY 2023

Ending: 2ND JUNE 2023

Number of days to be taken: 4

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

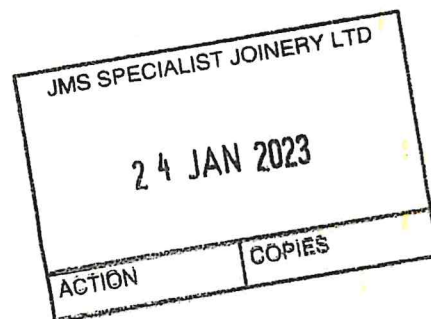
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: 

Authorised by: 

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining 6

DOCUMENT REFERENCE:	ADM-FM-001 HOLIDAY REQUEST FORM	VERSION NO:	1.1	CREATION DATE:	27/03/2013	Page 1 of 1
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