



Employee Request for Annual Leave

Employee Name: Mason Jones

I request PAID leave from work as follows:

Commencing: 1st Nov

Ending: 1st Nov

Number of days to be taken: 1 day

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

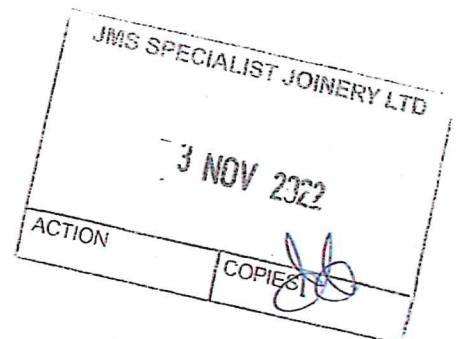
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: 

Authorised by: 

J.R. Hayhoe: _____

M. O'Brien: _____



Office use only:
Days remaining 1

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