



RADHAKRISHNAN  
CONSULTANTS

## Employee Request for Annual Leave

Employee Name: Martin Jones

*I request PAID leave from work as follows:*

Commencing: 19<sup>th</sup> August

Ending: 2<sup>nd</sup> Sep

Number of days to be taken: 10

*I request UNPAID leave from work as follows:*

Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

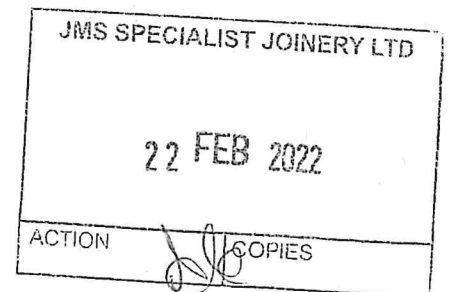
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature]

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_



Office use only:	
Days remaining	<u>4</u>

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