



RAITHALL
CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: Robert Pender

Cancelled

I request PAID leave from work as follows:

Commencing: ~~21st Feb 2022~~ 28th Jan 2022
Ending: ~~21st Feb 2022~~ 28th Jan 2022
Number of days to be taken: 1 (Covid 2nd job)

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: _____

JMS SPECIALIST JOINERY LTD	
27 JAN 2022	
ACTION	COPIES

Office use only:
Days remaining 14

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