

## Employee Request for Annual Leave

Commencing: Toward   Shape   Shape	Employee	Name: <u>M</u>	ARK P	CAS	D/NG-50NE	2 =	
Ending:  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:  DOCUMENT REFERENCE:  ADM-FNA-001  HOUDAY REQUEST  HOUDAY REQUEST  VERSION NO: 1.1 CREATION DATE: 27/03/2013  22/12/2021  Page 1 of 1	l request P	AID leave from	work as fo	llow:	s:		
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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: Martin description of Richard or Martin.  Authorised by:  J.R. Hayhoe:  M. O'Brien:  DOCUMENT REFERENCE: ADM-FM-001 HOLIDAY REQUEST VERSION NO: 1.1 CREATION DATE: 27/03/2013 Page 1 of 1	Ending:	-					
no unpaid leave can be taken without the prior authorisation of Richard or Martin.  Employee's Signature: Martin Authorised by:  J.R. Hayhoe:  M. O'Brien:  DOCUMENT REFERENCE: ADM-FM-001 HOLDAY REQUEST VERSION NO: 1.1 LAST REVISION DATE: 27/03/2013 Page 1 of 1	Number of	f days to be tak	en:				
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