Employee Request for Annual Leave

Employee Name: _Mark Reading_

I request PAID leave from work as follows:

Commencing: _Friday 9th September 2022_

Ending: _"   16th   "_

Number of days to be taken: _6_

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____
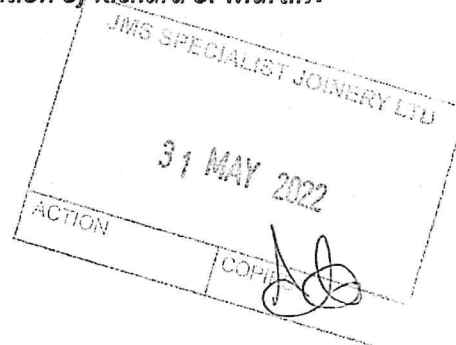
Number of days to be taken: _____

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: ...._Mark Reading_....

Authorised by: ....

J.R. Hayhoe: ....

M. O'Brien: ....

Office use only: Days remaining	_1._

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