

Employee Request for Annual Leave

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) 94m	ζ.	2021			
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	i request (JNPAID leave f	rom work a	s ĵoii	ows:			
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	Please No	te: Unpaid led	ave <u>cannot</u> k	e ta	ken until all leave	entitlement is	used up a	nd
	no unpaid	l leave can be t	aken witho	ut the	e prior authorisat			
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	Cman laves	's Signature:ˈ.	Anh Rec	<u>.</u>			JOINE!	RYLTD
	Employee	s signature:		• • • • • • • • • • • • • • • • • • • •	···· > /	31 1	IN 2022	
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DOCUMENT	REFERENCE:	ADM-FM-001	· -		CREATION DATE:	27/03/2013		
		HOLIDAY REQUEST FORM	VERSION NO:	1.1	LAST REVISION DATE:	22/12/2021 TBC	P	age 1 of 1