



Employee Request for Annual Leave

Employee Name: MARK READING SONES

I request PAID leave from work as follows:

Commencing: MONDAY 28TH MARCH 2022

Ending: " " " "

Number of days to be taken: 1

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: [Signature]

J.R. Hayhoe: _____

M. O'Brien: _____

JMS SPECIALIST JOINERY LTD	
31 MAR 2022	
ACTION	COPIES
Office use only: Days remaining <u>10</u>	

DOCUMENT REFERENCE:	ADM-FM-001 HOLIDAY REQUEST FORM	VERSION NO:	1.1	CREATION DATE:	27/03/2013	Page 1 of 1
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