



### Employee Request for Annual Leave

Employee Name: A. Barrow

*I request PAID leave from work as follows:*

Commencing: 04/11/2022

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: A.G.C. Barrow

Authorised by: J. O'Brien

J.R. Hayhoe: .....

M. O'Brien: .....

JMS SPECIALIST JOINERY LTD  
- 4 OCT 2022  
ACTION  
COPIED

Office use only:  
Days remaining 4

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