



RALPH
CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: ZSOLT CEGE

I request PAID leave from work as follows:

Commencing: 24 Oct 2022

Ending: 4 Nov 2022

Number of days to be taken: 10

Concilling
Request

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: [Signature]

Authorised by: _____

J.R. Hayhoe: _____

M. O'Brien: _____

JMS SPECIALIST JOINERY LTD	
13 OCT 2022	
ACTION	COPIES

Office use only: Days remaining	<u>14</u>
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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	