

## Employee Request for Annual Leave

Employee Name: LEE DORAN

I request PAID leave from work as follows:

Commencing: MON 5 SEPT 2022

Ending: THUR 8 SEPT 2022

Number of days to be taken: 4

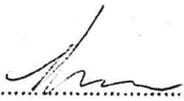
I request UNPAID leave from work as follows:

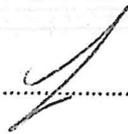
Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

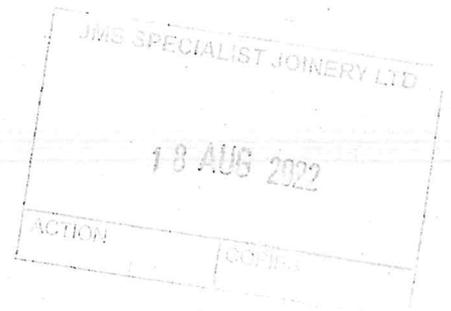
*Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.*

Employee's Signature: 

Authorised by: 

J.R. Hayhoe: .....

M. O'Brien: .....



Office use only:  
Days remaining 10

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