



RAPHALL
CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: LEE DORAN

I request PAID leave from work as follows:

Commencing: FRI 11 MAR 2022

Ending: MON 14 MAR 2022

Number of days to be taken: 2

CANCELLED

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:

JMS SPECIALIST JOINERY LTD	
21 FEB 2022	
ACTION	COPIES

Office use only:
Days remaining 26

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