



Employee Request for Annual Leave

Employee Name: LFE DORAN

I request PAID leave from work as follows:

CANCELLED
[Signature]

Commencing: THUR 14 APRIL 2022

Ending: THUR 14 APRIL 2022

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: *[Signature]*

Authorised by: *[Signature]*

J.R. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD
12 APR 2022
ACTION COPIES *[Signature]*

Office use only:
Days remaining 24.

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:	22/12/2021	
				NEXT REVIEW DATE:	TBC	