



Employee Request for Annual Leave

Employee Name: John Gould

I request PAID leave from work as follows:

Commencing: Tuesday 7th June 2022

Ending: Tuesday 7th June 2022

Number of days to be taken: 1

I request UNPAID leave from work as follows:

~~Commencing: _____~~

~~Ending: _____~~

~~Number of days to be taken: _____~~

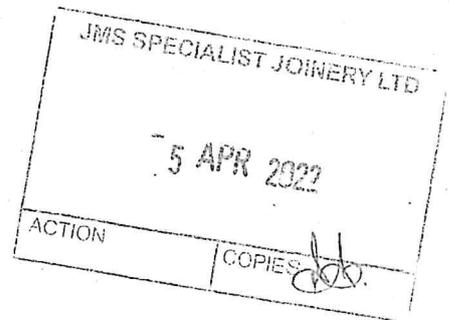
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: *J. Gould*

Authorised by:

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining 5

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