



RAPHAEL
CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: John Gould

I request PAID leave from work as follows:

Commencing: 11th September 2023

Ending: 15th September 2023 (inclusive)

Number of days to be taken: 5 days

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: pp. [Signature]

Authorised by:

J.R. Hayhoe:

M. O'Brien:



Office use only:	
Days remaining	<u>5</u>

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