



Employee Request for Annual Leave

Employee Name: Arron Hammond

I request PAID leave from work as follows:

Commencing: $\left(\frac{4/4/22}{1} \right) + \left(\frac{8/4/22}{8/4/22} \right)$
Ending: $\left(\frac{6/4/22}{6/4/22} \right)$

Number of days to be taken: 3 + 1 (4)

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____

Number of days to be taken: _____

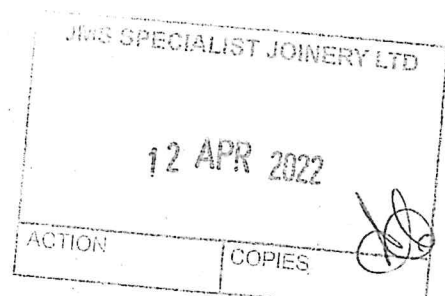
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: [Signature]

Authorised by: [Signature]

J.R. Hayhoe: _____

M. O'Brien: _____



Office use only:
Days remaining 16

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