

Employee Request for Annual Leave

Employee Name: JOSEPH MCSHARRY

I request PAID leave from work as follows:

Commencing: 28.10.20

Ending: -

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing: /

Ending: /

Number of days to be taken: /

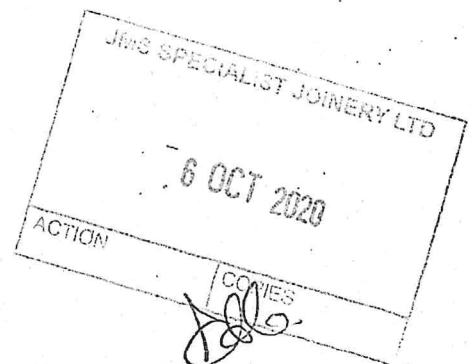
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: J. McSharry

Authorised by: [Signature] on comp

R.C. Hayhoe:

M. O'Brien:



Office use only:
Days remaining

18 ✓