

Employee Request for Annual Leave

Employee Name: Joe McSharry

I request PAID leave from work as follows:

Commencing: 2.6.21

Ending:

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing:

Ending:

Number of days to be taken:

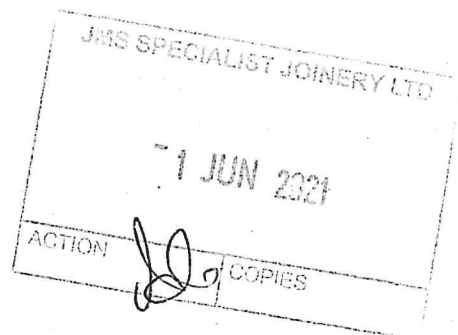
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: J. McSharry

Authorised by:

R.C. Hayhoe:

M. O'Brien:



Office use only:
Days remaining 29