

## Employee Request for Annual Leave

Employee Name: Joe McSharry

*I request PAID leave from work as follows:*

Commencing: 3.11.21

Ending: —

Number of days to be taken: 1

*I request UNPAID leave from work as follows:*

Commencing: —

Ending: —

Number of days to be taken: —

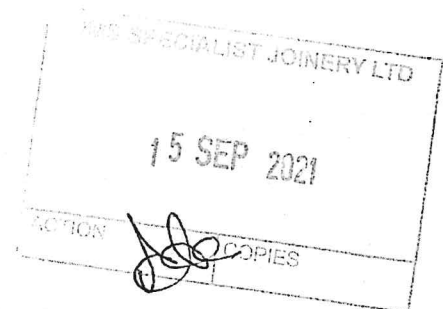
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: J. McSharry

Authorised by: [Signature]

R.C. Hayhoe: —

M. O'Brien: —



Office use only:	
Days remaining	<u>12</u>