

## Employee Request for Annual Leave

Employee Name: Joseph McSharry

*I request PAID leave from work as follows:*

Commencing: 22.7.21

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: —

JMS SPECIALIST
20 JUL 2021
ACTION
Office use only: Days remaining <u>19.</u>