



RAILWAY
INDUSTRY

Employee Request for Annual Leave

Employee Name: JOSEPH M'SHARRY

I request PAID leave from work as follows:

Commencing: 6/5/22
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. M'Sharry

Authorised by: [Signature]

J.R. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD
8 MAR 2022
ACTION
COPIES
Office use only:
Days remaining 3

| | | | | | | |
|---------------------|---------------------------------------|-------------|-----|--|-------------------|-------------|
| DOCUMENT REFERENCE: | ADM-FM-001 HOLIDAY REQUEST FORM | VERSION NO: | 1.1 | CREATION DATE: | 27/03/2013 | Page 1 of 1 |
| DOCUMENT OWNER: | DS | | | LAST REVISION DATE: NEXT REVIEW DATE: | 22/12/2021 TBC | |