



KAPPA  
CONTRACTING LTD

## Employee Request for Annual Leave

Employee Name:

Joe McSherry

*I request PAID leave from work as follows:*

Commencing:

11/2/22

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. McSherry

Authorised by:

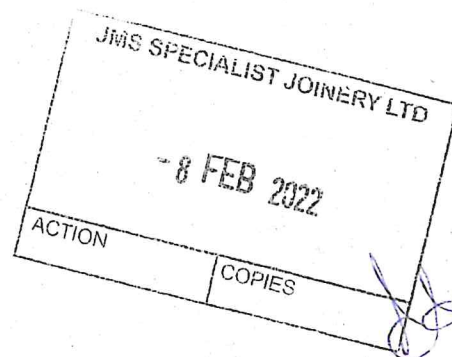
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J.R. Hayhoe:

.....

M. O'Brien:

.....



Office use only:  
Days remaining

10

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