

## Employee Request for Annual Leave

Employee Name: Joseph M'Slarry

*I request PAID leave from work as follows:*

Commencing: 11.7.22

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'Slarry

Authorised by: [Signature]

J.R. Hayhoe:                     

M. O'Brien:                     

Office use only:  
Days remaining                     

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