RCL | RAPHAEL CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: JOSEPH McSHARRY

I request PAID leave from work as follows:

Commencing: 12/10/22

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. McSharry

Authorised by:

J.R. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD
24 JAN 2022
ACTION
COPIES

Office use only:
Days remaining ___16___

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