



W. KAPPAILL
CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: Joe M'Slang

I request PAID leave from work as follows:

Commencing: 20/5/22

Ending:

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing:

Ending:

Number of days to be taken:

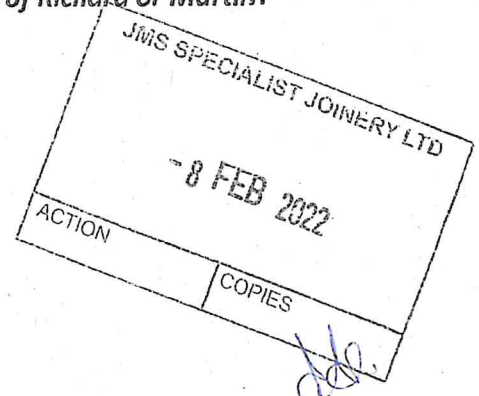
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: J. M'Slang

Authorised by:

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining 8

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	