RCL | RAPHAEL CONTRACTING LTD

Employee Request for Annual Leave

Employee Name: JOSEPH MCSHARRY

I request PAID leave from work as follows:

Commencing: 24/2/22

Ending: _____

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing: _____

Ending: _____
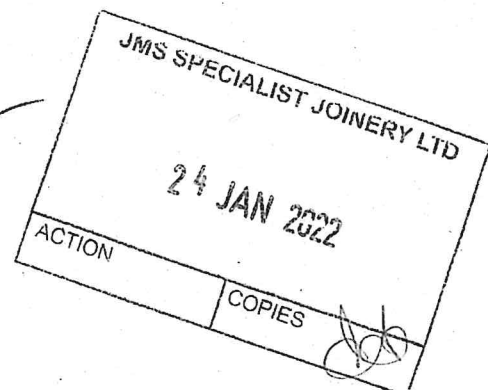
Number of days to be taken: _____

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. McSharry

Authorised by:

J.R. Hayhoe:

M. O'Brien:

[Stamp: JMS SPECIALIST JOINERY LTD 24 JAN 2022 ACTION COPIES]

Office use only:
Days remaining: 30