



Employee Request for Annual Leave

Employee Name: JOSEPH M'SHARRY

I request PAID leave from work as follows:

Commencing: 24/3/22

Ending: 25/3/22

Number of days to be taken: 2

I request UNPAID leave from work as follows:

Commencing: —

Ending: —

Number of days to be taken: —

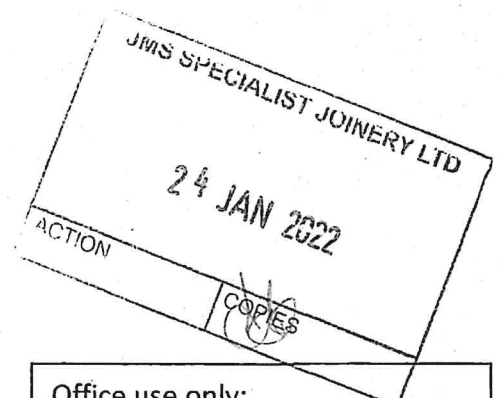
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: J. McSharry

Authorised by: [Signature]

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining 28

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	