



RAILWAY  
GUILD

## Employee Request for Annual Leave

Employee Name: Joseph M'Slony

*I request PAID leave from work as follows:*

Commencing: 25/2/22

Ending:                     

Number of days to be taken: 1

*I request UNPAID leave from work as follows:*

Commencing:                     

Ending:                     

Number of days to be taken:                     

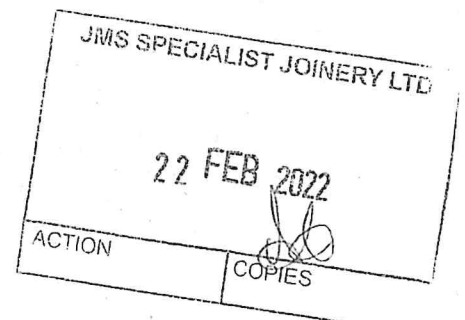
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: J. M'Slony

Authorised by: ✓

J.R. Hayhoe:                     

M. O'Brien:                     



Office use only:	
Days remaining	<u>7</u>

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