



Employee Request for Annual Leave

Employee Name: JOSEPH MSHARRY

I request PAID leave from work as follows:

Commencing: 3/2/23

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: —

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Office use only:
Days remaining 23

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	