

## Employee Request for Annual Leave

DOCUMENT	FREFERENCE:	ADM-FM-001 HOLIDAY REQUEST FORM	VERSION NO:	1.1	CREATION DATE: LAST REVISION DATE:	27/03/2013 22/12/2021	Page	1 of 1		
	M. O'Brien:						Office use only:  Days remaining			
** .	J.R. Hayh	oe:	••••••					<u> </u>		
						ACTION	COPIES			
	Authorise	d by:	1. Ta	1		ACTION	FEB 2022			
	Employee	's Signature:4					JOIN	RYLTO		
			h - //	1		JINS SPE	CIALIST JOINE			
					e prior authorisation	n of Richard o	r Martin.			
	Please No	te: Unpaid le	ave cannot	be ta	iken until all leave ei	ntitlement is	used up and			
	Number o	f days to be tal	(en:							
	Ending:			1 2			· · · · · · · · · · · · · · · · · · ·			
	Commend	ing:								
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	Number o	f days to be tal	ken:	1						
	Ending:				*	e e e e e e e e e e e e e e e e e e e	. "	1		
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	3* *									
	l request i	PAID leave fro	m work as j	follov	vs:					
	rmpioyee	: Name:	<u> </u>		agitiv					
	Employee	Mame:	Malcoln	, 7	autor					