

Employee Request for Annual Leave

Employee Name: MALCOLM VAYCON							
I request PAID leave from work as follows:							
Commencing: Fri 11th March 27							
Ending:							
Number of days to be taken:	-						
I request UNPAID leave from work as follows:							
Commencing:							
Ending:							
Number of days to be taken:							
Please Note: Unpaid leave <u>cannot</u> 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: Makedon Taff	Jus specialist Joinery LTD						
Authorised by:	8 MAR 2022						
J.R. Hayhoe:	ACTION COPIES Q.						
M. O'Brien:	Office use only: Days remaining						
REFERENCE: ADM-FM-001							

DOCUMENT REFERENCE: DOCUMENT OWNER:	ADM-FM-001 HOLIDAY REQUEST FORM DS	VERSION NO:	1.1	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	27/03/2013 22/12/2021 TBC	Page 1 of 1
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