

Employee Request for Annual Leave

Employee Name: MALCOLM TAYLOR

I request PAID leave from work as follows:

Commencing: Fri 18th March 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: Mark Alan Taylor

Authorised by:

J.R. Hayhoe:

M. O'Brien:

JMS SPECIALIST JOINERY LTD

15 MAR 2022

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| ACTION | COPIES |
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Office use only:
Days remaining 25

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| DOCUMENT REFERENCE: | ADM-FM-001 HOLIDAY REQUEST FORM | VERSION NO: | 1.1 | CREATION DATE: | 27/03/2013 | Page 1 of 1 |
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