

Employee Request for Annual Leave

Employee Name: MALCOLM TAYO	on	. 8	
I request PAID leave from work as follow	Ns:		
Commencing: Fri 25th Feb 22			
Ending:			* * * * * * * * * * * * * * * * * * * *
Number of days to be taken:			
l request UNPAID leave from work as fo	llows:		
Commencing:			
Commencing.			
Ending:			
Number of days to be taken:	,		
Please Note: Unpaid leave cannot be to			
no unpaid leave can be taken without th	e prior authorisation	on of Richard or M	artin.
Employee's Signature: Malading of		I'm a	
	, ,	JWIS SPECIALI	ST JOINERY LTD
Authorised by:		17 FF	B 2022
		L. V.	00
J.R. Hayhoe:		ACTION	SOPES
M. O'Brien:		Office use only	:
		Days remaining	
* 2			
TREFERENCE: ADM-FM-001 HOLIDAY REQUEST VERSION NO: 1.1	CREATION DATE: LAST REVISION DATE:	27/03/2013 22/12/2021	Page 1 of 1

		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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