

Employee Request for Annual Leave

Emplo	yee Name: <u>M</u>	ALCOLM	TA	YLON			
l reque	st PAID leave fr	om work as	follo	NS:			
Commo	encing: <u>Fvi 2</u>	5th Mar.	rch	2022			
Ending				•			
Numbe	r of days to be t	aken:	(
I reque	st UNPAID leave	from work	as fo i	llows:			
Comme	encing:						
Ending	_/						
Numbe	្រី days to be t	aken:					
				iken until all leave e e prior authorisation			
Employ	ee's Signature: .	Makalon	<u> </u>	1	1 200	S SPECIALIST JOINERY LTD	
Author	ised by:	1	·		ACTION	22 MAR 2022	
J.R. Ha	yhoe:					COPIES	
M. O'Brien:					Office use only: Days remaining 24.		
DOCUMENT REFERENCE:	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	