

Employee Request for Annual Leave

	Employed	e Name: MA	HOLM	TA	Yum				
	E								
-	Trequest	PAID leave fro	m work as j	follo	ws:				
	Commen	cing: Mon 2	gth Now	cons	ber 22		•		
	Ending:	2							
	Number o	of days to be ta	ken:	1					
	Irequest	UNPAID leave	from work	us foi	llows:				
	Commenc	ing:							
¥	Ending:			_					
	Numbere	of days to be tal	ken:		-				
		-	ken until all leave er e prior authorisatior						
*,	Employee's Signature: Mulofa Tall					I Was appear			
			-//	1	•	JIMS SPECI	IALIST JOINERY LTD		
*	Authorised by:					10 NOV 2322			
	J.R. Hayh	oe:	••••••	•••••		ACTION	COPIES		
r. .1	M. O'Brien:						Office use only: Days remaining 4		
DOCUMENT		ADM-FM-001 HOLIDAY REQUEST FORM	VERSION NO:	1.1	CREATION DATE: LAST REVISION DATE: NEXT REVIEW DATE:	27/03/2013 22/12/2021 TBC	Page 1 of 1		