



Employee Request for Annual Leave

Employee Name: MALCOLM TAYLOR

I request PAID leave from work as follows:

Commencing: Fri 20th Jan 23

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: *Malcolm Taylor*

Authorised by: *J. O'Brien*

J.R. Hayhoe:

M. O'Brien:

| | |
|----------------------------|--------|
| JMS SPECIALIST JOINERY LTD | |
| 17 JAN 2023 | |
| <i>[Signature]</i> | |
| ACTION | COPIES |

| |
|--------------------------|
| Office use only: |
| Days remaining <u>26</u> |

| | | | | | | |
|---------------------|---------------------------------------|-------------|-----|--|-------------------|-------------|
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