



RAPHAEL  
CONTRACTING LTD

## Employee Request for Annual Leave

Employee Name: GLYN WARD

*I request PAID leave from work as follows:*

Commencing: 4 JAN 22

Ending: 1

Number of days to be taken: \_\_\_\_\_

*I request UNPAID leave from work as follows:*

Commencing: \_\_\_\_\_

Ending: \_\_\_\_\_

Number of days to be taken: \_\_\_\_\_

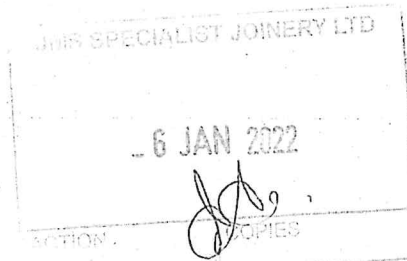
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

Employee's Signature: \_\_\_\_\_

Authorised by: \_\_\_\_\_

J.R. Hayhoe: \_\_\_\_\_

M. O'Brien: \_\_\_\_\_



Office use only:  
Days remaining

21

|                     |                                       |             |     |  |                   |             |
|---------------------|---------------------------------------|-------------|-----|--|-------------------|-------------|
| DOCUMENT REFERENCE: | ADM-FM-001<br>HOLIDAY REQUEST<br>FORM | VERSION NO: | 1.1 | CREATION DATE:                           | 27/03/2013        | Page 1 of 1 |
| DOCUMENT OWNER:     | DS                                    |             |     | LAST REVISION DATE:<br>NEXT REVIEW DATE: | 22/12/2021<br>TBC |             |