

Employee Request for Annual Leave

	Employee	Name: TE	o Wii	V7	ERBURN)			
						A		
	I request P	AID leave from	work as fo	llows	5 :			
	Commenci	ng: <u>76/</u>	1/23	2				
	Ending:	28/	122					
	Number of	days to be tak	en: <u>3</u>	DF	AYS			
	I request L	INPAID leave fi	rom work a	s follo	ows:			
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	Ending:		_/_		* *			
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	Number of	f days to be tak	en.	.,.	, ,			
	Please No:	te: Unnaid lea	ve cannot b	ne tal	ken until all leave er	ntitlement is u	sed up and	
	no unpaid	leave can be to	aken withou	ut the	e prior authorisation	of Richard of	Martin.	
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			- M		<i>[</i>	JIVIS SDE		
	Employee	's Signature:	17/1	X	<u> </u>	SPECIALI	ST JOINERY LTD	
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	Authorise	d bv:	9			31 JAI	V 2022	
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			V		1.07		C Production	j.
	J.R. Hayho	oe:	<i>J</i> :					
	M. O'Brien:					Office use only: Days remaining		
						Says (Silver	8	
					4 8 A	, L		
DOCUMEN	IT REFERENCE:	ADM-FM-001 HOLIDAY REQUEST FORM	VERSION NO:	1.1	CREATION DATE: LAST REVISION DATE:	27/03/2013 22/12/2021 TBC	Page 1 of 1	
No. 2012	the test of the second		1		NEXT REVIEW DATE:	100		