

## **Employee Request for Annual Leave**

I request PAID leave from work as follows:  Commencing: 15/2/23  Ending: 15/2/23  Number of days to be taken: 1 DAY  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: 1 16 FEB 2023  Authorised by: 16 FEB 2023  Authorised by: 17 CREATION DATE: 27/03/2013 Days remaining 20  DOCUMENT REFERENCE: HOURAY REQUEST FORM UNSTREVISION DATE: 170 DAYS REVISION DATE: 170 DAYS REPORT ONLY. 170 DAYS REVISION DATE: 170 DAYS REVISION	Employ	ee Name:	ED \	Vi	NTERBUR	RN_		
Number of days to be taken:	I reques	st PAID leave fr	om work as	follo	ws:			
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:  JMS SPECIALIST JOINERY LTD  1 6 FEB 2023  Authorised by:  J.R. Hayhoe:  M. O'Brien:  Office use only: Days remaining  DOCUMENT REFERENCE: HOUDAY REQUEST VERSION NO: 1.1 CREATION DATE: 27/03/2013 Page 1 of 1		•	,	3				
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:  JMS SPECIALIST JOINERY LTD  1 6 FEB 2023  Authorised by:  J.R. Hayhoe:  M. O'Brien:  DOCUMENT REFERENCE:  ADM-FM-001  HOUDAY REQUEST VERSION NO: 1.1 CREATION DATE: 27/03/2013  EVERSION NO: 1.1 CREATION DATE: 27/03/2013	Ending:	15/	2/23					
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M. O'Brien:  Office use only: Days remaining  Office use only: Days remaining  Occument reference:  ADM-FM-001 HOLIDAY REQUEST FORM  VERSION NO: 1.1 LAST REVISION DATE: 22/12/2021 Page 1 of 1	Authoris	ed by:	<u></u>			ACTION	CO. CO.	
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