



Employee Request for Annual Leave

Employee Name: S. Wright

I request PAID leave from work as follows:

Commencing: 14.11.22

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: [Signature]

Authorised by: [Signature]

J.R. Hayhoe: _____

M. O'Brien: _____

JMS SPECIALIST JOINERY LTD	
18 OCT 2022	
ACTION	COPIES <u>1</u>

Office use only: Days remaining <u>1</u>

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