



## Employee Request for Annual Leave

Employee Name: S. WRIGHT

*I request PAID leave from work as follows:*

Commencing: 31.7.23

Ending: 7.8.23

Number of days to be taken: 6

*I request UNPAID leave from work as follows:*

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

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

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

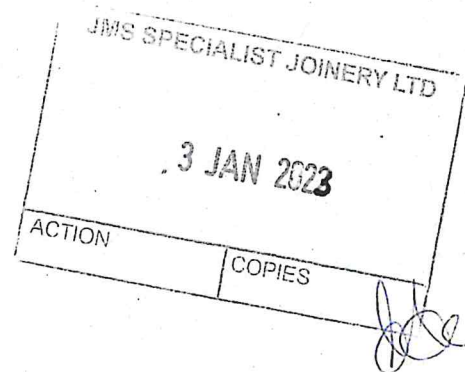
**Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.**

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

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

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

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



Office use only:  
Days remaining

16

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