

Abhishek Danalakota

From: Paul Browne
Sent: Wednesday 25 October 2023 22:37
To: Abhishek Danalakota; Deirdre Healy
Cc: Brian Bambrick
Subject: RE: Unpaid leaves

Approved.

From: Abhishek Danalakota <Abhishek.Danalakota@ie.ey.com>
Sent: Wednesday, October 25, 2023 1:12 PM
To: Paul Browne <Paul.Browne@ie.ey.com>; Deirdre Healy <Deirdre.Healy@ie.ey.com>
Cc: Brian Bambrick <Brian.Bambrick@ie.ey.com>
Subject: RE: Unpaid leaves

Hi Paul & Deirdre,

As we got confirmation from Deirdre that I can't use next year leaves so the total number of unpaid leaves I need is 13 days, starting from 23rd November to 11 to December.

Could you please approve my request?

Kind Regards,
Abhishek

From: Paul Browne <Paul.Browne@ie.ey.com>
Sent: Friday, October 20, 2023 6:08 PM
To: Abhishek Danalakota <Abhishek.Danalakota@ie.ey.com>; Deirdre Healy <Deirdre.Healy@ie.ey.com>
Cc: Brian Bambrick <Brian.Bambrick@ie.ey.com>
Subject: RE: Unpaid leaves

Hi Abhishek

Wishing you all the best on your imminent wedding.

There are 3 days over the Christmas period that must be taken as annual leave. See attached email from Frank O'Keefe with details. Can you ensure you have taken account of this in your calculations?

[@Deirdre Healy](#) can you confirm if the 3 days mentioned below to "overrun" this years leave can be taken out of the 2024 annual leave balance?

I will approve the necessary unpaid leave once we confirm the exact days needed.

Thanks very much,
Paul

From: Abhishek Danalakota <Abhishek.Danalakota@ie.ey.com>
Sent: Friday, October 20, 2023 4:11 PM
To: Paul Browne <Paul.Browne@ie.ey.com>; Deirdre Healy <Deirdre.Healy@ie.ey.com>
Cc: Brian Bambrick <Brian.Bambrick@ie.ey.com>
Subject: Unpaid leaves

Hi Paul & Deirdre,

Hope you are doing well.

I am writing this email in regards to requesting unpaid leaves for couple of weeks in the last week of November and first week of December. I am travelling to India on 3rd of November for my wedding scheduled on 23rd November. I have total of 17 annual leaves balance which I will take from 3rd November to 24th November (16 days) and one day on 11th December (travelling to Dublin 1 day). I would like to request for 10 unpaid leaves from 27th November to 8th of December. I can work from India for 5 days which is from 4th of December to 8th of December if an engagement becomes available which will allow me to do so from India. Below is clear breakdown of my plan.

Description	November 2023				
	M	T	W	T	F
Annual Leave - 3 rd Nov (flight)			1	2	3
Annual Leave (5)	6	7	8	9	10
Annual Leave (5)	13	14	15	16	17
Annual Leave (5)	20	21	22	23	24
Unpaid Leave (4)	27	28	29	30	

Description	December 2023				
	M	T	W	T	F

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Kindly requesting you to please authorise my unpaid leave request. 😊

Kind Regards,
Abhishek



Abhishek Danalakota | Senior Consultant | Technology Consulting

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