Employee Request for Annual Leave

Employee Name: _MALCOLM TAYLOR_

I request PAID leave from work as follows:

Commencing: _Thurs 19th August 21_

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 <u>cannot</u> 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: _Malcolm Taylor_

Authorised by: _____

R.C. Hayhoe: _____

M. O'Brien: : _____

| Office use only: |
| Days remaining _____ |