



Employee Request for Annual Leave

Employee Name: Malcolm Taylor

I request PAID leave from work as follows:

Commencing: Friday 18th February

Ending: —

Number of days to be taken: 1

I request UNPAID leave from work as follows:

Commencing: —

Ending: —

Number of days to be taken: —

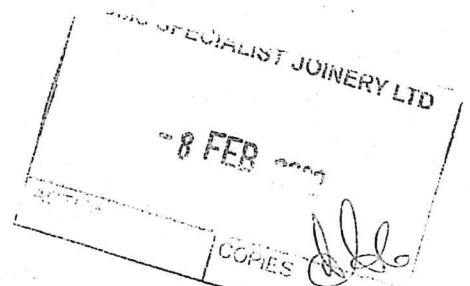
Please Note: Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: M. Taylor

Authorised by: [Signature]

J.R. Hayhoe:

M. O'Brien:



Office use only:
Days remaining

29

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