



## Employee Request for Annual Leave

Employee Name: MALCOLM TAYLOR

I request PAID leave from work as follows:

Commencing: Mon 30<sup>th</sup> May 22

Ending: Wed 1<sup>st</sup> June 22

Number of days to be taken: 3

I request UNPAID leave from work as follows:

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

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

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

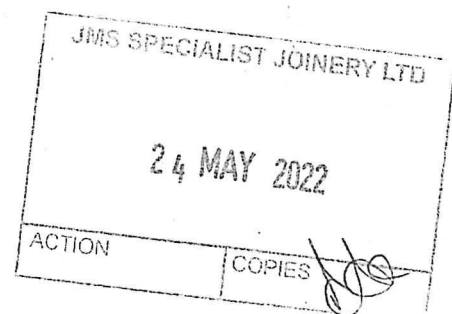
**Please Note:** Unpaid leave cannot be taken until all leave entitlement is used up and no unpaid leave can be taken without the prior authorisation of Richard or Martin.

Employee's Signature: Malcolm Taylor

Authorised by: .....

J.R. Hayhoe: .....

M. O'Brien: .....



Office use only:  
Days remaining 15

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