



Employee Name: MALCOLM TAYLOR

Commencing: Mon 28<sup>th</sup> October 24

Ending: 

Number of days to be taken: 1

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: Melinda Zyl

**Authorised by:** .....

**J.R. Hayhoe:** .....

**M. O'Brien:** .....

Office use only:  
Days remaining

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