



Harris Lord

Absence Request Form

timesheets@harrislord.com

Telephone: 01403 273370

Your name

Company You Are Temping For

Assignment Start Date

Required Dates

From	<input type="text"/>	To	<input type="text"/>
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Total Accrued Whole Days to be Claimed from Harris Lord

Days

NB: Please use one form for each absence request

Your signature
Date
Client Signature
Name
Position
Date

How to use:

1. Complete the form and ask your temp assignment supervisor to sign off.
2. Send this form to Harris Lord Recruitment along with a timesheet indicating your absence from work.
3. Enjoy your break!