

**TEMPORARY STAFF LEAVE FORM**

|  |  |
| --- | --- |
| **Temporary Employee’s Name:** | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

|  |  |  |
| --- | --- | --- |
| **Type of leave:** | | |
|  | Annual Leave (if leave available) | |
|  | Sick Leave (if sick leave available) | |
|  | Bereavement Leave | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date of leave:** | | | | |
| **First day of leave:** |  | **Last day of leave:** | |  | |
| **Returning on:** |  | **Number of days:** |  | |

Signed by Temporary \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Approved by Beyond \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Print name and signature

Agreed with Client \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

Print name & company of client who has agreed this leave

Leave can only be approved by your Beyond Recruitment Client Manager.

Beyond Recruitment will only approve leave after they have discussed this with the Client.