

**Harris Lord Recruitment**  
*Innovative Recruitment Simply Delivered*

**Telephone: 01403 273370**

**Fax: 01403 273364**

Email: [kellye@harrislord.com](mailto:kellye@harrislord.com)



## ***ABSENCE REQUIREMENT FORM***

**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**

<input type="text"/>	Days
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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!