



Temporary Worker Leave Form

Name

Date/...../ 201....

Date From <i>Both dates inclusive</i>	
Date To <i>Both dates inclusive</i>	
Number of working days leave required	
Currently working for	

Signed

Please note that at least 7 days notice is expected for planned leave.

Office use only:

Action	Action By
Leave Agreed	
Client Informed	
Applicant informed	
Payroll No.	
Records updated	