

**Bereavement Leave Request Form**



www.quinn.jobs

Quinn Staff Recruiters,

I, \_\_\_\_\_, would like to request that \_\_\_\_\_ hours Bereavement  
leave pay be paid to me on the next scheduled pay day. For the week ending \_\_\_\_\_

\_\_\_\_\_  
Temp Signature

\_\_\_\_\_  
Date

It is a condition of your contract that you have been continuously in the employ of Quinn Temporaries for a period of more than six (6) months to qualify for the Bereavement Leave entitlement.

Please complete this form and fax it back to us on 09 309 8364 or alternatively post it back to P.O Box 3033, Auckland. **Requests must be received by 10.00am Monday to be processed for that week.**