

The Uganda Public Service Standing Orders
APPLICATION FOR LEAVE

Appendix C-2 PSF 12

SECTION I: To be addressed to the Responsible Officer/Head of Department/Division

To: KAYOMBYA WYCLIFFE .

Thru: Alani Jimmy .

Thru: Mulindwa Moses .

Name: kasango Paul Designation: transport-officer .

Department: NLIC .

Leave applied for: 4 days p.m. .

Leave Address/Telephone No./E-mail: 0798345678 .

Date: 2025-05-28 .

Signature of Officer: _____ .

SECTION II: To be completed by Head of Human Resource
COMPUTATION OF LEAVE

Leave due in (year): 30 .

Less leave taken: 4 .

Balance: 26 .

LEAVE AS COMPUTED ABOVE RECOMMENDED/APPROVED

This application is in accordance with the leave roster.

Computation checked and leave recorded by: _____ .

Head of Human Resource: _____ Date: _____ .

SECTION III: To be completed by Responsible Officer

To: kasango Paul .

Your application for leave from 2025-05-31 to 2025-06-04 is approved/not approved*

Signature of Responsible Officer: _____ Date: _____ .

Name: KAYOMBYA WYCLIFFE .

Designation: SITO .

Official Stamp and date: _____ .

*Delete whichever is not applicable