

**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: mivule JOSEPH .

Name: Andrew SSemwanga Designation: ITO .

Department: NLIC .

Leave applied for: 2 days p.m. .

Leave Address/Telephone No./E-mail: 35 kampala .

Date: 2025-05-27 .

Signature of Officer: \_\_\_\_\_ .

---

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

Leave due in (year): 30 .

Less leave taken: 2 .

Balance: 28 .

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: Andrew SSemwanga .

Your application for leave from 2025-05-29 to 2025-06-01 is approved/not approved\*

Signature of Responsible Officer: \_\_\_\_\_ Date: \_\_\_\_\_ .

Name: KAYOMBYA WYCLIFFE .

Designation: SITO .

Official Stamp and date: \_\_\_\_\_ .

\*Delete whichever is not applicable