



REPUBLIC OF KENYA

MINISTRY OF INFORMATION, COMMUNICATIONS AND THE DIGITAL ECONOMY

STATE DEPARTMENT FOR ICT AND DIGITAL ECONOMY

LEAVE APPLICATION FORM FOR HEADS OF DEPARTMENTS

The Principal Secretary
State Department for ICT & Digital Economy
P.O.BOX 30025
NAIROBI.

APPLICATION FOR ANNUAL LEAVE

(To be submitted at least 30 days before the leave is due to begin)

PART 1

(To be completed by the applicant)

1. NAME

P/NO.....Designation.....

I hereby apply for.....days annual leave beginning on to.....

The last leave take by me was fromto.....

Total leave days balance to date isdays.....

2. While on leave, my contact will be

Address.....

Tel.....

3. During the period of my leave salary should

a) Continue to be paid into my bank account

b) Be paid at the following address.....

4. I understand that I will require permission should I desire to spend leave outside Kenya in accordance to Human Resource policies and Procedures Manual 2016.

5. While on leavewill handle duties of my office.

Date Signature.....

PART II

(To be completed by the Principal Secretary)

Approved/Not approved/ comments

Date..... Signed.....

PRINCIPAL SECRETARY