



**REPUBLIC OF KENYA**

**MINISTRY OF INFORMATION, COMMUNICATIONS AND THE DIGITAL ECONOMY**

**STATE DEPARTMENT FOR ICT AND DIGITAL ECONOMY**

**LEAVE APPLICATION FORM FOR MEMBERS OF STAFF UNDER H.O.DS**

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

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**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 from ..... to .....

Total leave days balance to date is ..... days .....

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 leave .....will handle duties of my office.

**Date** ..... **Signature**.....

## **PART II**

(To be completed by the Principal Secretary)

**Approved/Not approved/ comments**

**Date**.....**Signed**.....

**PRINCIPAL SECRETARY**