

UNIVERSITY OF CAPE COAST

DIRECTORATE OF HUMAN RESOURCE

Telephone: +233 03321-32480-3 Ext. 223/225/205
Direct: +233 0332 092 030
Fax: 233-03321-32484/5
Email: chr.enquiries@ucc.edu.gh
Website: www.ucc.edu.gh



UNIVERSITY POST OFFICE
CAPE COAST, GHANA

In case of reply please quote:

Our Ref: 125/SF.2/V.11/175

31st January, 2022

Provosts/Librarian/Deans/Directors/Heads of Department
Hall Masters/Warden/Coordinators All Staff

NOTICE

LEAVE APPLICATION AND APPROVAL BY HEAD OF DEPARTMENT

We wish to bring to the attention of non-teaching/support staff that forthwith annual leave should be applied with a month's notice to the start date.

Heads of Department should also note that they are required to approve or defer the leave within a period of two weeks after application, otherwise, the system shall automatically approve the leave for onward submission to the Directorate of Human Resource for the final approval. The deferment should be in the same calendar year.

We further wish to state that any agreement to relinquish the entitlement to annual leave or to forgo such leave is void. Leave for one year shall not be carried forward to the next year.

It is hoped that these guidelines will effectively make the leave approval easy and quick for stakeholders.

Isaac Baafi Sarbeng (Rev.)
Director

cc: Vice-Chancellor
Pro Vice-Chancellor
Registrar
Director of Finance
Director of Internal Audit