

# Mock Test-KEMRI

Address all correspondence  
to Director

Telephone: +254(020)2722541,2713349

Telegrams: KEMRI



OFF MBAGATHI ROAD

P.O. BOX 54840-00200-00100

**NAIROBI, KE**

**Application No:** LA0037

**Date:** 6/30/2019

## **LEAVE APPLICATION FORM**

**NOTE** Application forms for leave should reach the Headquarters at least 14 days before leave is due to commence

### **PART 1: EMPLOYEE DETAILS**

<b>NAME</b>	HARON M. MOGAKA	<b>P/NO</b>	21859
<b>DESIGNATION</b>			
<b>CENTRE/DEPARTMENT</b>			
<b>CELL PHONE</b>	0703886940		
<b>EMAIL ADDRESS</b>			

### **PART 2: LEAVE DETAILS**

<b>LEAVE TYPE</b>	ANNUAL		
<b>NUMBER OF DAYS REQUESTED</b>	10		
<b>LEAVE DAYS</b>	20		
<b>LEAVE TAKEN SO FAR DURING THE YEAR</b>	-10		
<b>BALANCE</b>	20		
<b>WITH EFFECT FROM</b>	6/29/2019	<b>TO</b>	7/12/2019
<b>EXCLUSIVE OF SATURDAYS, SUNDAYS &amp; PUBLIC HOLIDAYS</b>			
<b>RELIEVER</b>			
<b>STATUS</b>	Released		

### **PART 2: APPROVAL DETAILS**

	<b>NAME</b>	<b>DATE</b>	<b>SIGNATURE</b>
<b>ENTERED BY</b>			
<b>APPROVED BY</b>			