



LEAVE APPLICATION FORM

TYPE OF LEAVE. Annual

Applicants Name: Magdalene Mbota

Dept/Section. Collateral & Stocks

Request leave of absence from 4th September 2024 to _____ being 1 day annual leave and 0 Public Holidays, returning to duty on 4th September 2024

NB: While away on leave the below named members of staff will undertake my duties and responsibilities

RAPHAEL MUNYAO

03/09/24

Name of Person: Signature..... Date.....

Signature of applicant

03/09/24

Date:

KATHERINE PATRICK

03/09/24

Name of Person: Signature..... Date.....

Signature of applicant

03/09/24

Date:

Name of Person: Signature..... Date.....

Signature of applicant..... Date:

FOR OFFICIAL USE

Approved by: R. Munyao - Nkr - 03/09/24

Designation: C. M Date: _____

Authorized by: Neppune Kulecho Date: 03/09/2024

Designation: HRAM

Fill this part if applying for annual leave only

Total Annual Leave taken to date _____ days

Balance remaining _____ days

Remarks.

Document issue no.1, Rev.0: Date of issue 12th July 2015

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