

LEAVE APPLICATION FORM

TYPE OF LEAVE ANNUAL

Applicant's Name PHILIP KASUKU

Dept/Section AGRI-MACHINE & GENERAL COMMODITIES

Telephone contacts while on leave 0728976918/0101976918

Requests leave of absence from 27/06/2023 to 07/08/2023 being 30 days

ANNUAL Leave and 0 Public Holidays, returning to duty on 08/08/2023

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

Name of Person: Raymond Kiprot KIMUTAI Signature: [Signature] Date: 19/06/2023

Signature of applicant: [Signature] Date: 19/06/2023

Name of Person: _____ Signature: _____ Date: _____

Signature of applicant: _____ Date: _____

Name of Person: _____ Signature: _____ Date: _____

Signature of applicant: _____ Date: _____

FOR OFFICIAL USE

Approved by: _____

Designation: _____

Date: _____

Authorized by: _____

Date: _____

Designation: _____

Fill this part if applying for annual leave only

Total Annual Leave taken to date _____ days

Balance remaining _____ days

Remarks: _____