



### LEAVE APPLICATION FORM

TYPE OF LEAVE ANNUAL LEAVE  
Applicants Name JOSEPH OLIVER EUGEN  
Dept/Section FINANCE AND ADMINISTRATION  
Request leave of absence from 3<sup>RD</sup> MAY 23 to 9<sup>TH</sup> JUNE 23 being 7 days  
ANNUAL leave and 1 Public Holidays, returning to duty on 13<sup>TH</sup> JUNE 2023

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

Name of Person ROSEMARY NDEO Signature [Signature] Date 24/05/2023

Signature of applicant [Signature] Date 24/05/2023

Name of Person NGUSARE KURUM Signature [Signature] Date 30/05/2023

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: \_\_\_\_\_

Document issue no.1, Rev.0: Date of issue 12<sup>th</sup> July 2015