LEAVE REQUEST

Prepare in duplicate: 1 copy will be returned by the Supervisor to the staff member, via the Time Keeper, to notify approval or disapproval of request.

MR: SS10/JUB/0003/FEB/20

1 copy to be forwarded to HRD.

For Sick leave with certificate please prepare in triplicate and send all 3 to Medical Services/OHU.

Date:	02/19/2020	Address while absent:	1	Approved	Comments:	Annual Leave
Staff member:	Lokiri james jackson DUKU	Test		Disapproved		
Staff member ID:	JBA-IOM-LS-00492					
Post of Duty:	Juba					
Dept./Div	Information Management Unit (IMU)					
			-			

I request leave of absence as follows:								
Leave Request	From	То	No of Days					
Annual Leave	02/19/2020	02/21/2020	2					
Maternity Leave	02/28/2020	02/28/2020	0					

Cer	rtified to be within leave credit
	rtified special approval has been grant in accordance with § B.v) of General truction N° 404.5
Tim	ne Keeper's Signature:
* M	ledical certificate has been sent to:
The	e Medical Officer, Headquarters
The	e Chief of Mission
me	For Headquarters employees, officials at Headquarters and in the field a dical certificate must be sent immediately under confidential cover to the Medical Officer at Headquarters for any illness or accident. in excess of three (3) consecutive working days in excess of seven (7) days non-certified sick leave in any one calendar year occurring during annual leave when the staff member desires such a period to be charged to sick leave instead of annual leave.



Lokiri james jackson DUKU

Database Assistant 02/19/2020

Signature URL file:///D:/UploadedSignatures/86619.png



Steller makasi KAVUWA

Information Management Coordinator

02/19/2020