





## LEAVE REQUEST

MR: SS10/JUB/0003/FEB/20

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

|                  |                           |                          |   |                        |           |              |
|------------------|---------------------------|--------------------------|---|------------------------|-----------|--------------|
| Date:            | 02/19/2020                | Address while absent:    |  | 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        | JBA-IOM-LS-00492          | Staff member's signature |   | Supervisor's Signature |           |              |
|                  |                           |                          |   |                        |           |              |

[illegible]

|  |  |
|--|--|
|  | Certified to be within leave credit  |
|  | Certified special approval has been grant in accordance with § B.v) of General Instruction N° 404.5  |
|  | Time Keeper's Signature:.....  |
|  |  |
|  | * Medical certificate has been sent to:  |
|  |  |
|  | The Medical Officer, Headquarters  |
|  | The Chief of Mission   |
|  |  |
|  | <p>* For Headquarters employees, officials at Headquarters and in the field a medical certificate must be sent immediately under confidential cover to the Medical Officer at Headquarters for any illness or accident.</p> <p>a) in excess of three (3) consecutive working days</p> <p>b) in excess of seven (7) days non-certified sick leave in any one calendar year</p> <p>c) occurring during annual leave when the staff member desires such a period to be charged to sick leave instead of annual leave.</p> |

02/19/2020

Date \_\_\_\_\_

02/19/2020

Date \_\_\_\_\_

