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/0001/JAN/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:	01/29/2020	Address while absent:	$\checkmark$	Approved	Comments:	Annual Leave
Staff member:	Lokiri james jackson DUKU	JBA-IOM-LS-00492		Disapproved		
Staff member ID:	JBA-IOM-LS-00492	JBA-IOM-LS-00492				
Post of Duty:	Juba					
Dept./Div	JBA-IOM-LS-00492	Staff member's signature	Supe	ervisor's Signature		

## I request leave of absence as follows:

Movement Request	From	То	No of Days	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:		
Annual Leave	01/29/2020	01/30/2020	1			
	Trave	el Itinerary				
Date	From To		То			
01/29/2020	Juba		Wau	* Medical certificate has been sent to:		
01/31/2020	Wau		Juba			
				The Medical Officer, Headquarters		
				The Chief of Mission		
				* 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.  a) in excess of three (3) consecutive working days b) 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.		