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:		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	Supe	rvisor's Signature		
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I request leave of absence as follows:					
From	То		No of Days		
02/19/2020	02/21/2020		2		
02/28/2020	02/28/2020		0		
	From 02/19/2020	From To 02/19/2020 02/21/2020	From To 02/19/2020 02/21/2020		

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
* 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 c) 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	Date	Lokiri james jackson DUKU	Date	
Lokiri james jackson DUKU	02/19/2020	Lokiri james jackson DUKU	02/19/2020	