

# APPLICATION FOR LEAVE OF ABSENCE

<b>Surname</b>		<b>Initials:</b>		
<b>Employment Number</b>		<b>Permanent Employee</b>	<b>Yes</b>	<b>No</b>
<b>ADDRESS:</b>		<b>Contract Employee</b>	<b>Yes</b>	<b>No</b>
		<b>Department</b>		
		<b>Unit/Directorate</b>		
<b>TEL NO. :</b>				
<b>ID. NO :</b>				
<b>Type of Leave Taken As Working Days</b>	<b>Start Date</b>	<b>End Date</b>	<b>No. Of Working Days</b>	<b>Balance</b>
Annual Leave				
Normal Sick Leave				
Leave for Occupational Injuries and Diseases				
Specify Type of Illness				
Union Activities Leave (Provide evidence)				
Family Responsibility Leave (Provide evidence)				
Study Leave				
Specify Type of special leave				
Unpaid Leave ( Provide motivation )				
Maternity Leave ( Attach medical certificate )				
Paid time off (overtime)				
<p><i>I hereby certify that the information provide is correct. Any falsification of information in this regard may form ground for disciplinary action. Furthermore, I fully understand that if I do not have sufficient leave credits from my previous or current leave cycle to cover for my application, this leave application will be null and void.</i></p> <p>.....</p> <p style="text-align: center;"><b>Employee signature</b> <span style="float: right;"><b>Date</b></span></p>				
<b>RECOMMENDATION BY SUPERVISOR/MANAGER (MARK WITH X)</b>				
Recommended		Not Recommended		Rescheduled
<b>REMARKS</b> (If not recommended please state the reasons & the dates in the case of rescheduling ):				
.....				
.....				
.....				
.....				
<b>Manager's/Supervisor's signature</b> <span style="float: right;"><b>Date</b></span>				
<b>APPROVAL BY HEAD OF DEPARTMENT (MARK WITH X)</b>				
Approved with Full Pay		Approved without Pay		Not Approved
<b>REMARKS</b> (If approved with a change in condition of payment or not approved, please provide motivation ) :				
.....				
.....				
.....				
<b>Signature of HOD</b> <span style="float: right;"><b>Date</b></span>				
<b>DATA CAPTURING</b>				
<b>RECEIVED BY</b>	.....	<b>RECEIVED ON</b>	.....	
<b>CHECKED BY</b>	.....	<b>CHECKED ON</b>	.....	