

STAFF ANNUAL LEAVE APPLICATION FORM SECTION

A: REGULATIONS REGARDING ANNUAL LEAVE:

1. Staff should normally take their full leave every year.
2. Application for leave should be made on the appropriate forms and processed through the (Team Leader) at least one month prior to departure date.
3. Leave for one year may not be carried forward to the next unless in exceptional circumstances and with a letter of approval from the Team Leader or the supervisor on the recommendation of the Head of Department.

SECTION B: TO BE COMPLETED BY APPLICANT IN DUPLICATE

1. Name of Applicant:

2. Branch/Unit:

3. Current Leave Entitlement:

4. Part Leave Already Taken

5. Any approved arrears of Leave:

6. Number of days required on this application:

7. Date intending to commence Leave:

8. Date of Resumption of Duty:

9. Address while on Leave:

Signature of Applicant: Date.....



Approved by:

Date.....

Name Supervisor: