



**NATIONAL AGRICULTURAL RESEARCH ORGANISATION
LEAVE APPLICATION FORM**

Year 2023

- Note: (i) To be addressed to the Director General for PARI Directors, Zonal Fund Sec & NAROSEC Staff
 (ii) To be addressed to the Director of Research Institute for PARI Staff
 (iii) Fill in Triplicate: One copy to Officer's file and a copy to the employee

Section I – (To be completed by the applicant)

To Director
 Thru Head of Project/Unit HR&AO
 Comments Annual leave Date 23/03/2023
 Name Isaac Ogen
 Designation Electrician Present Salary Grade UR 6
 Institute NARSARI Project/Unit Administrative

I request that the following leave type and days be approved

Type of leave (please tick)	Rate of leave Entitlement (days and year)	Number of days applied for	Leave begins	Leave ends (last date inclusive)	Total number of days
1. Annual leave <input checked="" type="checkbox"/>	<u>30</u>	<u>14</u>	<u>27/03/23</u>	<u>17/04/23</u>	
2. Maternity leave					
3. Paternity leave					
4. Sick leave					
5. Compassionate leave					
6. Study leave					
7. Unpaid leave					
8. Sabbatical leave					
Total No. of days					

Leave address Soroh / Gerere
 Date 23/03/2023

Tel. No. 0782140154
 Signature of Applicant [Signature]

Section II (To be computed by Human Resource and Administration Officer at NAROSEC/Institute)

COMPUTATION OF LEAVE

(a) Leave due in a year DAYS 30
 (b) Add: Deferred leave
 (c) Leave days taken 14
 (d) Leave days balance 16

Computed by Foyce Mangwisi Signature [Signature] Date 23/03/2023

Section III (to be filled by DG/PARI Director)

Your application for leave from 27.03.2023 to 17.04.2023
 Is approved/Not approved (give reasons)
 Date 23.03.2023

[Signature]
 Director General/PARI Director

Note: Leave days exclude weekends and public holidays