




**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 of Research
 Thru Head of Project/Unit Senior Accountant  Date 27/10/2023
 Comments Request for annual leave Date 23/10/2023
 Name Nambafu Julius
 Designation Asst. Inventory Mgt. Officer Present Salary Grade UR6
 Institute NASARRI Project/Unit Finance & Accounts

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	30	30	6/11/2023	15/12/2023	30
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 Njiru Bukwa
 Date 23/10/2023

Tel. No 0779907167

 Signature of Applicant

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

COMPUTATION OF LEAVE

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

Computed by Joyce Nanguni Signature N Date 26/10/2023

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

Your application for leave from 06.11.2023 to 15.12.2023

Is approved/Not approved (give reasons)

Date 27.10.2023


 Director General/PARI Director

Note: Leave days exclude weekends and public holidays