



**NATIONAL AGRICULTURAL RESEARCH ORGANISATION  
LEAVE APPLICATION FORM**

YEAR 2019.....

- Note: (i) To be addressed to the Director General for PARI Directors Zonal Fund Sec & NAROSEC staff  
 (ii) To be addressed to Director of Research Institute for PARI staff  
 (iii) Fill in duplicate 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: SHRAD  
 Comments: ..... Date: 19/6/2019  
 Name: Mbalule Simon  
 Designation: Systems Administrator Present Salary Grade: (RS(II))  
 Institute: NASARRI Project/Unit: ICT

I request that the following leave type and days be approved

Type of leave (please tick)	Rate of leave Entitlement (Days a year)	Number of Days applied for	Leaves Begins	Leave Ends (Last Date inclusive)	Total Number of days
<input checked="" type="checkbox"/> 1. Annual Leave	<u>30</u>	<u>15</u>	<u>23<sup>rd</sup>/6/2019</u>	<u>6/7/2019</u>	<u>15</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: Musinya - Juys District Tel. No. 0704506903  
 Date: 19/6/2019 Signature of Applicant: M.S. y.

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

**COMPUTATION OF LEAVE**

(a) Leave due in a year ..... 30  
 (b) Add: Deferred Leave ..... -  
 (c) Less: Leave days taken ..... 15  
 (d) Leave days balance ..... 15

Computed by: SHRAD Signature: [Signature] Date: 19/6/2019

**Section III – (To be filled by DG/PARI Director)**

Your application for leave from 23<sup>rd</sup> June 2019 to 06.07.2019  
 Is approved/~~not approved~~ (give reasons)  
 Date: 19<sup>th</sup>. 06. 2019  
 Director General/PARI Director

NOTE: Leave days include weekends and holidays except maternity and paternity leave where only working days are considered