



**NATIONAL AGRICULTURAL RESEARCH ORGANISATION
LEAVE APPLICATION FORM**

46

YEAR 2018.....

- 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
 Thru: Head of Project/Unit: SRRO
 Comments: leave recommended Date: 10/01/2018
 Name: Mbalule Simon
 Designation: Systems Administrator Present Salary Grade: GS 5.11
 Institute: PARRI Project/Unit:

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
1. Annual Leave	30	10	13/01/2018	22/01/2018	10
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					10

Leave address: Musina - Tlokoeng District

Tel. No. 0104506903

Date: 10/01/2018

M. M. M.
Signature of Applicant

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 10
 (d) Leave days balance 20

Computed by: Admin. Assistant Signature: [Signature] Date: 10-01-2018

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

Your application for leave from 13 Jan 2018 to 22 Jan 2018

Is approved/not approved (give reasons)

Date: 11 Jan 2018

[Signature]
Director General/PARI Director

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