



**NATIONAL AGRICULTURAL RESEARCH ORGANISATION  
LEAVE APPLICATION FORM**

17

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 of Research  
 Thru: Head of Project/Unit: STRAD  
 Comments: ..... Date: 12/06/2018  
 Name: MBALUKE SIMON  
 Designation: Systems Administrator Present Salary Grade: UR (11)  
 Institute: NARARI 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	30	10	26/06/2018	5/7/2018	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: Muringa Juja District Tel. No. 0704506903  
 Date: 12/06/2018 Signature of Applicant: MS M.J.

**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 ..... 20  
 (d) Leave days balance ..... 10  
 Computed by: STRAD Signature: [Signature] Date: .....

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

Your application for leave from 26/6/2018 to 5/07/2018  
 Is approved/not approved (give reasons) .....

Date: 13/06/2018 .....  
 Director General/PARI Director

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