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NATIONAL AGRICULTURAL RESEARCH ORGANISATION
LEAVE APPLICATION FORM

YEAR 2016

- 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: HR/AD
 Comments: Date: 15/08/2016
 Name: MBALULE SIMON
 Designation: SYSTEMS ADMINISTRATOR Present Salary Grade UR 5 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	30	07	22/08/16	28/08/2016	07
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: Sunja Tel. No. 0704506903
 Date: 15/08/2016
 Signature of Applicant: MS 47

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 00
- (c) Less: Leave days taken 00
- (d) Leave days balance 23

Computed by: HR/AD Signature: Date: 16/8/2016

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

Your application for leave from 22.08.2016 to 28.08.2016
 Is approved/not approved (give reasons)

Date: 19.08.2016
 Director General/PARI Director

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