



**NATIONAL AGRICULTURAL RESEARCH ORGANISATION
LEAVE APPLICATION FORM**

YEAR 2015

- 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: Administration
 Comments: Date: 16/6/2015
 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	<u>30</u>	<u>10</u>	<u>30/6/2015</u>	<u>9/7/2015</u>	<u>10</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: Jinja Tel. No. 0704506903

Date: 16/6/2015 Signature of Applicant: M.S. Mbalule

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: M. K. Mwalimu Signature: M. K. Mwalimu Date: 17.6.2015

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

Your application for leave from 30.6.15 to 09.07.15
 Is approved/not approved (give reasons) Approved

Date: 16.6.2015 Director General/PARI Director: M. K. Mwalimu

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