

# UNIVERSITY FOR DEVELOPMENT STUDIES



## OFFICE OF THE REGISTRAR ANNUAL LEAVE APPLICATION FORM

### SECTION A: DETAILS OF APPLICATION

Date format: DD/MM/YYYY

- Year: 

Y	Y	Y	Y
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  - Name of Staff: ..... Staff ID: 

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  - Category of Staff : Senior Member  Senior Staff  Junior Staff
  - Position/Designation: .....
  - Directorate/Institute/School/Faculty: .....
  - Department: .....
  - (a) Leave Days Entitled:  (b) Leave Days Requested:  Date Leave Starts: 

D	D	M	M	Y	Y	Y	Y
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  - Reason for Taking Leave: .....
  - Address During Leave: .....
  - Phone Number (s): ..... Email Address: .....
- Signature of Applicant: ..... Date: 

D	D	M	M	Y	Y	Y	Y
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### SECTION B: LEAVE RECOMMENDATION

(i) Recommended  Not Recommended

Signature of HOD: .....

Date: 

D	D	M	M	Y	Y	Y	Y
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(ii) Recommended  Not Recommended

Signature of Dean/Director: .....

Date: 

D	D	M	M	Y	Y	Y	Y
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### SECTION C: FOR OFFICE USE ONLY (T&D)

Date of Previous Leave: 

D	D	M	M	Y	Y	Y	Y
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11. (a) Leave Days Outstanding:  (b) Total Leave Days Earned:  (c) Leave Days Approved for Current Year:

12. (a) Date Leave Ends: 

D	D	M	M	Y	Y	Y	Y
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 (b) Date of Reporting: 

D	D	M	M	Y	Y	Y	Y
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### SECTION D: LEAVE APPROVAL/RECOMMENDATION

(iii) Approved  Not Approved  Recommended  Not Recommended

Signature of Registrar: .....

Date: 

D	D	M	M	Y	Y	Y	Y
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### SECTION E: APPLICABLE TO SENIOR MEMBERS ONLY

(vi) Approved  Not Approved

Signature of Vice-Chancellor: .....

Date: 

D	D	M	M	Y	Y	Y	Y
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**Note: Leave application should be submitted three (3) weeks prior to the date leave starts**