

Ministry of Lands, Agriculture, Fisheries, Water and Rural Development

Public Service Regulations, 2000, as amended [Section 37]

APPLICATION FOR ANNUAL LEAVE

NOTES

1. Application for annual leave should be submitted to the Head of Office / Department at least 3 working days before the commencement of such leave.
2. Annual leave taken in conjunction with vacation leave should be submitted on the green leave form
3. Where annual leave is taken in excess of 6 (six) consecutive working days, Saturday, Sundays and any public holidays falling within such leave shall count as part of the vacation leave taken.
4. Annual leave may not be granted other than in the calendar year in which it relates to.
5. Annual leave days may not be carried forward to the next calendar year
6. Annual leave days accrue at the rate of 1 day per calendar month. As such are taken on pro-rata basis.

1. Surname:										2. First Names:													
3. EC. No.:												4. Department:						4. Station:					

ANNUAL LEAVE: Enter dates as 6 digits: e.g. 24 November 1979 = 24/11/79

							To							
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FOR OFFICE USE ONLY

	Days Available	
	Days Applied For	
	Days Remaining	
Confirmed by:	Signed:	Date:

Signature of Applicant : -----										Date:-----									
Recommended / Not Recommended										Approved / Not Approved									
Signature----- Date:-----										Signature ----- Date:-----									

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