

THARAKA
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COLLEGE
(A Constituent College of Chuka University)
OFFICE OF THE REGISTRAR
ADMINISTRATION AND PLANNING

LEAVE APPLICATION FORM

NOTES:

- i. Leave application forms must be submitted in triplicate and should reach the office of the Registrar (Administration & Planning) at least 2 days before it is due to commence.
- ii. Leave may only be taken after the forms have been duly approved by the Registrar (A&P).

Part 1: To Be Completed by the Applicant

Name:

P/F No.

Department:

Grade Date

Leave Application			Remaining Entitlement			
Leave Type (tick where applicable)	Date		No. of days	Entitlement	Taken	Balance
	Start	End				
<input type="checkbox"/> Annual Leave						
<input type="checkbox"/> Sick Leave						
<input type="checkbox"/> Hospitalisation Leave						
<input type="checkbox"/> Maternity Leave						
<input type="checkbox"/> Emergency Leave						
<input type="checkbox"/> Unpaid Leave						
<input type="checkbox"/> Study/Exam Leave						
<input type="checkbox"/> Compassionate Leave						
<input type="checkbox"/> Other						

(Exclusive of Saturdays, Sundays and Public Holidays)

I shall handover my duties to

Contact address while on leave P.O Box..... Tel.....

Signed..... Date.....

Employee

Part 2: To Be Completed by the Supervisor

Leave granted / suspended. If suspended reasons

Name

Designation

Signed Date

Part 3: To Be Completed by the HR

Registrar (Administration and Planning)

Annual entitlement.....Add Leave Days accumulated if any.....

Less Leave days taken during the year.....Less Days requested.....

Balance Due.....

Signed.....Date.....

Approval.....Date.....

Principal/ DP(AFPD)/ DP(ARSA)/ Registrar (A&P)

Copies

- √ Applicant
- √ Department
- √ Personal file