

THARAKA

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**UNIVERSITY**

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**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"/> Hospitalization Leave						
<input type="checkbox"/> Maternity Leave						
<input type="checkbox"/> Paternity 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:

Employee Signature: Date:

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 entitlementAdd Leave Days accumulated if any.....

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

Balance Due

Signed Date

Approval Date

Vice Chancellor/DVC(AFP&D)/DVC(ARSA)/ Registrar (A&P)

Copies

- √ Applicant
- √ Department
- √ Personal file