

**COLLEGE OF ARTS AND SOCIAL SCIENCES
OFFICE OF ADMINISTRATION AND HUMAN RESOURCES**

Huye, this.....

ANNUAL LEAVE FORM

Names of employee:

Unit:

Position:

Category:

I am pleased to hereby request for annual leave from...../.....to...../.....

	Total days due	Days taken	Days untaken	Days requested	Days remaining
Annual leave					
Social event					
Sick leave					
Compensatory					

Remaining:

Signature of the employee

Return Date:

Decision of the Director of A. and HR: - Approved

- Not approved

Decision of the Supervisor:

- Approved

- Not approved