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NATIONAL AGRICULTURAL RESEARCH ORGANISATION
LEAVE APPLICATION FORM

YEAR 2017.....

- Note: (i) To be addressed to the Director General for PARI Directors Zonal Fund Sec & NAROSEC staff
- (ii) To be addressed to Director of Research Institute for PARI staff
- (iii) Fill in duplicate One copy to Officer's file and a copy to the employee

Section I - (To be completed by the applicant)

To: Director
 Thru: Head of Project/Unit: S#RAO
 Comments: Recommended for leave Date: 13/12/2017
 Name: Mbaluce Simat
 Designation: Systems Administrator Present Salary Grade: UR5.1
 Institute: District Project/Unit: ICT

I request that the following leave type and days be approved

Type of leave (please tick)	Rate of leave Entitlement (Days a year)	Number of Days applied for	Leaves Begins	Leave Ends (Last Date inclusive)	Total Number of days
<input checked="" type="checkbox"/> 1. Annual Leave	30	14	18/12/2017	31/12/2017	14
2. Maternity Leave					
3. Paternity Leave					
4. Sick Leave					
5. Compassionate Leave					
6. Study Leave					
7. Unpaid Leave					
8. Sabbatical Leave					
Total No. of days					

Leave address: Musina - Tlokweng District Tel. No. 0104506903

Date: 13/12/2017 Signature of Applicant: M. Simat

Section II - (To be computed by Human Resource and Administrative Officer at NAROSEC/Institute)

COMPUTATION OF LEAVE

(a) Leave due in a year: 30
 (b) Add: Deferred Leave: -
 (c) Less: Leave days taken: 14
 (d) Leave days balance: -
 Computed by: S#RAO Signature: [Signature] Date: 13/12/17

Section III - (To be filled by DG/PARI Director)

Your application for leave from 18.12.2017 to 31.12.2017
Is approved/~~not approved~~ (give reasons)

Date: 14.12.17 Director General/PARI Director: [Signature]

NOTE: Leave days include weekends and holidays except maternity and paternity leave where only working days are considered