



NATIONAL AGRICULTURAL RESEARCH ORGANISATION
LEAVE APPLICATION FORM

YEAR 2019

- 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: STRO
 Comments: Leave recommended Date: 7/02/2019
 Name: Mbachule Simon
 Designation: Systems Administrator Present Salary Grade: UR5(CU)
 Institute: NARARI Project/Unit: _____

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
1. Annual Leave	/	/	/	/	/
2. Maternity Leave	/	/	/	/	/
✓ 3. Paternity Leave	04	04	11/02/2019	14/02/2019	04
4. Sick Leave	/	/	/	/	/
5. Compassionate Leave	/	/	/	/	/
6. Study Leave	/	/	/	/	/
7. Unpaid Leave	/	/	/	/	/
8. Sabbatical Leave	/	/	/	/	/
Total No. of days					

Leave address: Musingu - Juja District Tel. No. 0104506903
 Date: 7/02/2019 Signature of Applicant: MS 47

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

COMPUTATION OF LEAVE

(a) Leave due in a year 04
 (b) Add: Deferred Leave -
 (c) Less: Leave days taken -
 (d) Leave days balance -
 Computed by: Admin. Assistant Signature: [Signature] Date: 7/2/2019

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

Your application for leave from 11.02.2019 to 14.02.19
 Is approved/~~not approved~~ (give reasons) _____
 Date: 07.01.2019 Director General/PARI Director: [Signature]

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