

**BABCOCK UNIVERSITY
HUMAN RESOURCES DEPARTMENT
REQUEST FOR ANNUAL LEAVE**

Date:

Name:

GSM No:.....

School/Division:

Department:.....

Status/Position:

BU Intercom No:.....

Date you started work at BU:.....

Total years of service:.....

Leave entitlement:..... Weeks

Maternity Leave due this year? Yes/No

I hereby apply for my Annual Leave for the year as follows:

(i) From to Resume on

(ii) From to Resume on

I have already made arrangements for my work with my supervisor as indicated below.

Please are you planning to withdraw your services from BU this year or proceeding on minimum of two months leave of absence? Yes..... No.....

If "yes" from what date?..... Reason:.....

Signature.....

Approved By

HOD/Supervisor:..... Dean/Division Head:..... Bursar:.....

SVP/DVC Acad.(for Academic Division only):..... DHR:.....

- Upon resumption, please report to HR to complete the payroll-related Resumption of Duty Form.

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