



**UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA**  
**APPLICATION FOR ANNUAL LEAVE**  
**SENIOR MEMBERS**

File No: ..... Name: .....

Period: ..... Rank: .....

Faculty/Department/Section/Unit: .....

Hometown: .....Region:.....

Date of last leave:.....

Leave to which entitled:.....

Remaining leave days:.....

Leave already taken:.....

Total earned leave: .....

Leave now approved: .....

Date on which leave is to start: .....

Date on which leave is to end: .....

Date of resumption of duty:.....

Leave deferred:.....

Address while on leave: .....

.....



Applicant's Signature: .....

Date: .....

Leave recommended/Not recommended

Leave Approved/Not Approved

By .....

By: .....

**Registrar**

**Vice Chancellor**



To: .....

Prepared By: .....

Date: .....

cc: Head of Faculty/Department/Section/Unit



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Date: .....

Leave recommended/Not recommended

Leave Approved/Not Approved

By .....

By: .....

**Librarian**

**Vice Chancellor**

To: .....

Prepared By: .....

Date: .....

cc:Head of Faculty/Department/Section/Unit



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Address while on leave: .....

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Applicant's Signature: .....

Date: .....

Leave recommended/Not recommended

Leave Approved/Not Approved

By .....

**Dean of FMRT/ FOE**

By: .....

**Vice Chancellor**

To: .....

Prepared By: .....

Date: .....

cc: Head of Faculty/Department/Section/Unit



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Applicant's Signature: .....

Date: .....

Leave recommended/Not recommended

Leave Approved/Not Approved

By .....

By: .....

**Finance Officer**

**Vice Chancellor**



To: .....

Prepared By: .....

Date: .....

cc: Head of Faculty/Department/Section/Unit



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Leave deferred:.....

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Applicant's Signature: .....

Date: .....

Leave recommended/Not recommended

Leave Approved/Not Approved

By .....

By: .....

**Head, Internal Audit Unit**

**Vice Chancellor**

To: .....

Prepared By: .....

Date: .....

cc: Head of Faculty/Department/Section/Unit



**UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA**  
**APPLICATION FOR ANNUAL LEAVE**  
**REGISTRAR**

File No: ..... Name: .....

Period: ..... Rank: .....

Faculty/Department/Section/Unit: .....

Hometown: .....Region:.....

Date of last leave:.....

Leave to which entitled:.....

Remaining leave days:.....

Leave already taken:.....

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Date of resumption of duty:.....

Leave deferred:.....

Address while on leave: .....

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Applicant's Signature: ..... Date: .....

Leave Approved/Not Approved

By .....

**Vice Chancellor**



To: .....

Prepared By: .....

Date: .....



**UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA**  
**APPLICATION FOR ANNUAL LEAVE**  
**VICE CHANCELLOR**

File No: ..... Name: .....

Period: ..... Rank: .....

Faculty/Department/Section/Unit: .....

Hometown: .....Region:.....

Date of last leave:.....

Leave to which entitled:.....

Remaining leave days:.....

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Date on which leave is to end: .....

Date of resumption of duty:.....

Leave deferred:.....

Address while on leave: .....

.....



Applicant's Signature: .....

Date: .....

Leave recommended/Not recommended

Leave Approved/Not Approved

By .....

By: .....

**Registrar**

**Council Chairman**



To: .....

Prepared By: .....

Date: .....