UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA
APPLICATION FOR ANNUAL LEAVE
JUNIOR/ SENIOR STAFF

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

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

Department/Section/Unit: .....

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

Date of last leave: .....

Leave to which entitled: .....

Remaining leave days: .....

Leave already taken: .....

Total earned leave due: .....

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

.....

Signature of Head of Dept. / Section/ Unit

Leave Approved/Not Approved

By .....

Name of Head of Dept. / Section/ Unit

.....

Registrar

To: .....

Prepared By: .....

Date: .....

cc: Head of Department/Section/Unit