## Leave Request

<table>
<thead>
<tr>
<th>Duration of leave</th>
<th>Name:</th>
<th>Date:</th>
<th>Type of leave</th>
<th>Working Days</th>
<th>Address when absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>From ___________</td>
<td></td>
<td></td>
<td>Annual leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>am/pm</td>
<td></td>
<td></td>
<td>Advance annual leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Home leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Leave without pay</td>
<td></td>
<td></td>
</tr>
<tr>
<td>To _____________</td>
<td></td>
<td>195</td>
<td>Compensatory leave</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(last day inclusive)</td>
<td></td>
<td></td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Remarks:

Approved by:

1) Immediate Supervisor . . . . . . . .
2) Chief of Division or Service . . . . .

Noted by Chief of Administrative & Financial Services . . . . . .

Recorded . . . . . . . . . . . . . . .

To be completed in duplicate by requesting staff member and forwarded, after approval by immediate supervisor and/or Chief of Division or Service, to Administrative and Financial Services for recording.