



JUDICIAL SERVICE
Leave Application Form For Employees

NAME:.....DATE:.....

DEPARTMENT / OFFICE / COURT:.....

(i.e. HR Dept / District/ Circuit)

TYPE OF LEAVE REQUIRED:

I wish to apply for working day(s) Leave for the year with effect from
(state type of leave)
..... to.....

If approved, I shall resume duty on

My Leave contact address / phone is

Signature

HEAD OF DEPARTMENT

I recommend that all / part of the Leave be granted for working days.

Leave to be taken from to

..... should be in a position to cover during this period
(Name of Officer relieving)

Signature

HUMAN RESOURCES DEPARTMENT/REGIONAL ADMINISTRATION

Leave applied for: working days leave
(Type of leave)

Leave Outstanding:

Leave recommended:

Balance outstanding:

Signature of DHR/RAO:

APPROVAL

Granted / Denied/ Other:
(Delete as appropriate)

Judicial Secretary/DJS/ DHR :
(Delete as appropriate)