

**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 ..... No of Days..... Resume on .....

(ii) From ..... to ..... No of Days ..... Resume on .....

(iii) From ..... to ..... No of Days..... 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? Yes..... No.....

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

Signature.....

**Approved By**

HOD/Supervisor:.....

Dean/Division Head:.....

SVP/DVC:.....

Bursar:.....

DHR:.....

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

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