

**THARAKA**

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**UNIVERSITY**

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### OFFICE OF THE REGISTRAR (Administration and Planning)

#### LEAVE APPLICATION FORM

**NOTES:**

- I. Leave application forms must be submitted in triplicate and should reach the office of the Registrar (Administration & Planning) at least 2 days before it is due to commence.
- II. Leave may only be taken after the forms have been duly approved by the Registrar (A&P).

**Part 1: To be completed by the Applicant**

Name: .....

P/F No.: .....

Department: .....

Grade: ..... Date: .....

Leave Application				Remaining Entitlement		
Leave Type ( tick where applicable)	Date		No. of days	Entitlement	Taken	Balance
	Start	End				
<input type="checkbox"/> Annual Leave						
<input type="checkbox"/> Sick Leave						
<input type="checkbox"/> Hospitalization Leave						
<input type="checkbox"/> Maternity Leave						
<input type="checkbox"/> Paternity Leave						
<input type="checkbox"/> Emergency Leave						
<input type="checkbox"/> Unpaid Leave						
<input type="checkbox"/> Study/Exam Leave						
<input type="checkbox"/> Compassionate Leave						
<input type="checkbox"/> Other						

*(Exclusive of Saturdays, Sundays and Public Holidays)*

I shall handover my duties to .....

Contact address while on leave P.O Box ..... Tel: .....

Employee Signature: ..... Date: .....

**Part 2: To be completed by the Supervisor**

Leave granted/ suspended. If suspended reasons .....

Name .....

Designation .....

Signed ..... Date .....

**Part 3: To be completed by the HR**

Registrar (Administration and Planning)

Annual entitlement .....Add Leave Days accumulated if any.....

Less Leave days taken during the year .....Less Days requested.....

Balance Due .....

Signed ..... Date .....

Approval ..... Date .....

Vice Chancellor/DVC(AFP&D)/DVC(ARSA)/ Registrar (A&P)

Copies

√ Applicant

√ Department

√ Personal file