



APPLICATION FOR LEAVE

SECTION I

To :

Thru :

Thru :

Name : Designation:.....

Station/Court

Leave Applied for.....Days per month

From..... To.....

Leave Address/Telephone/Email.....

.....

Signature of Officer

Date

SECTION II (TO BE COMPLETED BY THE HEAD OF HUMAN RESOURCE)

Computation of Leave

Leave due in (Year)

Less leave taken

Balance

LEAVE AS COMPUTED ABOVE RECOMMENDED/APPROVED

This application is in accordance with the leave roster. Computation checked and leave recorded by;

.....
Signature of Head of Human Resource Date

SECTION III

To.....

Your application for leave from.....to.....

is approved/not approved (reasons for not approving must be given)

.....

Signature of Responsible Officer

Date

“Justice for All”

Head Office: Plot 2, The Square, High Court Building, P. O. Box 7085, Kampala-Uganda

T. +256 414 233420/1/2/3 | E. info@judicature.go.ug | www.judiciary.go.ug JudiciaryUG