

UNIVERSITY OF GHANA

(Dept. / Unit).....

LEAVE ROSTER FOR 2009

Name	+Annual Leave entitlement	-Compulsory leave 29 th June to 17 th July	=Balance of leave to be taken	Start date	End Date
		Yes...../No.....			
		Yes...../No.....			
		Yes...../No.....			
		Yes...../No.....			
		Yes...../No.....			
		Yes...../No.....			

- + Note: Annual leave entitlement is the approved leave for one calendar year, unless the previous year's leave has been deferred with the written permission of the Vice-Chancellor or the Registrar.

- Note: Each Department has the liberty to select the staff that will be at post during the partial shutdown of the University from 29th June to 17th July, 2009.

- = Note: Balance of leave to be taken is the approved leave for 2009 less the 14 days compulsory leave in July 2009, if applicable.

Leave not taken on 2009 will be forfeited unless deferred with the written permission of the Vice-Chancellor or the Registrar.