

UNIVERSITY OF GHANA

STAFF ANNUAL LEAVE APPLICATION FORM

SECTION A: REGULATIONS REGARDING ANNUAL LEAVE:

- Staff should normally take their full leave every year.
- Subject to departmental convenience leave may be taken in parts, provided no part is less than (two) 2 weeks in duration.
- Application for leave should be made on the appropriate forms and processed through the Head of Department at least one month prior to departure date.
- Leave for one year may not be carried forward to the next unless in **exceptional circumstances AND with a letter of approval** from the Vice-Chancellor or the Registrar on the recommendation of the Head of Department.

SECTION B: TO BE COMPLETED BY APPLICANT IN DUPLICATE

1. Name of Applicant:
2. Department/Unit:
3. Appointment:
4. Status:
5. Current Leave Entitlement:
6. Part Leave Already Taken (including Accountable Casual Leave):
7. Any approved arrears of Leave brought forward from previous year:
8. Date and Reference of VC's /Registrar's letter approving deferment:
9. Number of days required on this application:
10. Date intending to commence Leave:
11. Date of Resumption of Duty:
12. Address while on Leave:
13. Signature of Applicant:Date.....

SECTION C: TO BE COMPLETED BY HEAD OF DEPARTMENT IN DUPLICATE

- 14. Please confirm /state current Leave Entitlement of Applicant:
- 15. Please confirm /state Part Leave granted to Applicant:
- 16. Please recommend number of days to be approved on this Application:
- 17. Please recommend date of commencement of Leave:

- 18. Signature of Head of Department:Date.....

SECTION D: TO BE COMPLETED BY THE REGISTRAR IN DUPLICATE AND ORIGINAL RETURNED TO DEPARTMENT

- 19. Number of Days Entitled in the Current Leave Year:
- 20. Part Leave/Accountable Casual Leave Already Taken in the Year:
- 21. Number of Days Approved On this application:
- 22. Approved Date of Commencement of Leave:
- 23. Approved Date of Termination of Leave:
- 24. Approved Date of Resumption of Duty:

- 25. Application Processed by:Date