



**UNIVERSITY OF MINES AND TECHNOLOGY, TARKWA**  
**APPLICATION FOR ANNUAL LEAVE**  
**JUNIOR/ SENIOR STAFF**

File No: ..... Name: .....

Period: ..... Rank: .....

Department/Section/Unit: .....

Hometown: ..... Region: .....

Date of last leave: .....

Leave to which entitled: .....

Remaining leave days: .....

Leave already taken: .....

Total earned leave due: .....

Leave now approved: .....

Date on which leave is to start: .....

Date on which leave is to end: .....

Date of resumption of duty: .....

Leave deferred: .....

Address while on leave: .....

.....

Applicant's Signature: .....

Date: .....

Leave recommended/Not recommended

Leave Approved/Not Approved

.....  
**Signature of Dept. / Section/ Unit**

.....  
**Registrar**

By .....  
**Name of Head of Dept. / Section/ Unit**

To: .....

Prepared By: .....

Date: .....

cc: Head of Department/Section/Unit