



Vacation Leave Form

Date.....

Subject: Vacation Leave

To Dean of the Faculty of Liberal Arts

Mr. / Mrs. / Miss.....Position.....

Department.....Division.....

Annual vacation allowance 10 Days

Carry forward of annual vacation.....Days

Requesting permission to take annual vacation

From.....Until.....Total number of days.....

Contact address while on leave

.....

(Signature).....

(Mr. / Mrs. / Miss.....)

For office use only

Record

Previous leave	This leave	Total

(Signature)..... Registered
by.....
Date.....

Supervisor's comment
.....
.....Department head
Date.....
.....Division head
Date.....

Order

☐ Approved

☐ Disapproved

(Signature).....

(Dean)

Date.....