

APPLICATION FOR LEAVE

UT Number		Department/Divisio	on	
Title	Name	Surnam	e	
Telephone				

	Number of	Duration:
Leave category:	days/months:	(All dates included)

to

(*1Working days; *2Months; *3Calendar days; *4Unabridged birth certificate; *5Needs approval from the court stating Employee is the appointed legal guardian or documents stating that the process for adoption has started; *6Surrogacy agreement must be submitted to the Employer)

For any further information regarding any kind of leave types, see the policy: http:// www0.sun.ac.za/hr/documents/policies-and-procedures/#absence

Contact details while on leave:

Supplementary information (use a separation	ate page if necessary):
Telephone	Email
Address	

.....

DATE

SIGNATURE OF APPLICANT

Recommendation:			Approval:	
DATE	DEPARTMENTAL HEAD / HEAD OF DIVISION	DEAN / RC HEAD	DATE	CHIEF DIRECTOR: HUMAN RESOURCES