

THE ANGLICAN CHURCH OF KENYA
DIOCESE OF NAIROBI

P. O. BOX 72846 00200 NAIROBI - TEL: 020 4440524/5
Office Mobile (PABX): 0726-610520 or 0733-226337 Email: info@acknairobiocese.org

LEAVE APPLICATION & INFORMATION FORM

(To be completed in triplicate)

NAME

PARISH/INSTITUTION

POSITION

DEPARTURE DATE RETURN DATE

LEAVE DETAILS FOR THE YEAR

NO. OF DAYS

Leave entitlement for this year

Leave already taken this year

Leave being applied for now

Leave expected to be taken later this year

Signature of Employee Date

<p>RECOMMENDED BY Archdeacon/Head of Department</p> <p>APPROVED BY: Diocesan Bishop/Administrative Secretary</p>

<p><u>CONTACT WHILE ON LEAVE</u></p> <p>P. O. BOX</p> <p>.....</p> <p>PHONE NO</p> <p>.....</p> <p>.....</p>

* **PARISH VICARS** *(Indicate below who is in charge of the Parish when you are away)*