



THE MICO UNIVERSITY COLLEGE

APPLICATION FOR LEAVE

Academic **Administrative** **Ancillary**

Department: **Date:**

Name of Employee:

I hereby apply for day(s) (**casual, departmental, sick, vacation**) leave

from to

If you intend to travel overseas, please state the country you intend to visit and give the address(es) of the place(s) you will be staying:

.....
.....

Signature of Applicant

Recommended by **Date:**
(Head of Department/Supervisor)

..... **Date:**
(Dean/Vice President)

Approved by **Date:**
(Human Resources/President)