

**REPUBLIC OF KENYA**  
**APPLICATION FOR ANNUAL LEAVE FOR OFFICERS OTHER**  
**THAN PRINCIPAL SECRETARIES**  
**(To be completed in triplicate)**

Name.....

P/No.....

Designation.....

Date.....

The Principal Secretary  
Ministry of Energy  
P.O. Box 30582  
**NAIROBI.**

Thro'  
.....  
.....  
.....

**APPLICATION FOR ANNUAL LEAVE**  
*(To be submitted at least 30 days before commencement of leave)*

**Part I**  
*(To be completed by applicant)*

1. I wish to apply for .....days annual leave beginning on.....

2. My leave address will be:  
.....  
.....  
.....

Telephone Number.....

3. During the period of leave, my salary for the month of..... Should:

\*(a) continue to be paid into my bank account

\*(b) be paid at the following address:  
.....  
.....

\*(c) be included in the payroll of..... (Station)

4. As I am taking not less than one-half of my of my annual leave due to me, I wish to receive my leave allowance. In addition, I wish to /do not wish to receive my pay for the month of ..... three days before the date of commencement of leave in terms of Regulations H of the code of Regulations.
5. I understand that I will require permission should I desire to spend leave outside Kenya in accordance with the relevant regulation.

Date.....  
Signature

**PART II**

*(To be completed by head of department)*

6. \*(a) Recommended. Arrangements will be made for the performance of the duties of the above officer during his/her absence.

\*(b) Not recommended for the following reasons:

.....  
 .....  
 .....

Station..... Signed.....

Date..... Designation.....

His/her duties will be performed by: Name.....

Designation.....

**\* Delete as applicable**