

REPUBLIC OF RWANDA



NGOMA DISTRICT

Leave of Absence

Note that, this Authorization is authentic and valid only if Approved by the District Executive Secretary or Director of Administration & HR, you are asked to submit an approved copy to the HR's Office for filing:

Employee Name -----Date-----
Position ----- Unit-----
Signature.....

Kind of Leave:

Annual leave starting date from -----/-----/2021 to -----/-----2021
No of days requested ----- No of days remaining-----

Maternity leave date of Birth -----/-----2021 end of leave -----/-----2021
Signature-----

Name of employee to assume your duties during your absence -----
Employee Signature-----date:-----

For Official Use Only

Approved []
Not Approved []

Comment:-----

Supervisor's Name-----Signature & date-----

Director of Administration & HR -----Signature & Date -----

Executive Secretary of District -----Signature & Date -----
Approved []

Not Approved []

Comments-----