



The 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 Interior and Coordination of National Government State department for correctional services P. O. Box 30478 – 00100 NAIROBI

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

Part 1 (To be completed by the 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 my leave , my salary for the month of should:
a. Continue to be paid to my bank account
b. Be paid at the following address

