



ONE DAY PERMISSION LEAVE APPLICATION FORM

PERMISSION TO BE OFF DUTY DURING WORKING HOUR

NB: This permission to be off duty during working hours is authorized by his/her immediate supervisor, for duly justified reason. See the **law No 86/2013 of 11/09/2013 article**

1. Names of the employee requesting for permission:
2. Department/Service:
3. Post (Position):
4. The Reason of permission:
5. Date:
6. Time of Departure:
7. Time of Return (In case the permission is less than a day):
8. Time of Return (In case the permission is for a day):
9. Employee Signature:
10. Authorized by Supervisor (Name, Date & Signature).....
11. Approval by Director of Administration and Human Resource (Name Date & Signature).....