

### NATIONAL OPEN UNIVERSITY OF NIGERIA

University Village, Plot 91, Cadastral Zone, Nnamdi Azikiwe Express Way, Jabi- Abuja.

#### OFFICE OF THE REGISTRAR

(Directorate of Human Resources)

#### INTERNAL MEMO

From: Registrar	To: All Staff
Ref: NOUN/REG/HR/GEN/014	Date: 1 <sup>st</sup> March, 2024

#### 2024 ANNUAL LEAVE

I write to inform all members of staff that the annual leave form for the year 2024 is expected to be printed out, filled and forwarded to the Registrar's office for onward processing.

All Deans, Directors and Heads of Units are expected to take responsibility for recommendations for all entries made by staff in the forms.

Kindly note that requested dates for annual leave should not exceed 31<sup>st</sup> December, 2024.

The completed forms should reach the Registrar on or before Friday, 15<sup>th</sup> March, 2024.

Thank you.

Dr. Muyiwa S. Akintola

Ag. Director, Directorate of Human Resources

For: Registrar



# NATIONAL OPEN UNIVERSITY OF NIGERIA

Plot 91 Cadastral Zone Nnamdi Azikiwe Expressway Jabi Abuja (Office of the Registrar)

## ANNUAL LEAVE FORM

Leave YearStaff No:
Full Name: (Surname First)
Designation:
Salary Scale
Date of Appointment:
Faculty/Department/ Study Centre
Location:
Phone No:Official Email
Date Resumed Duty from Previous Leave
Date Proceeding on Leave:
Date Leave Ends:Date of Resumption of duty
Staff Signature:
Person responsible for duties during absence (if applicable):
Comments by the Immediate Supervisor - (HOD in the case of Academic Staff)
Signature/Date
Comment by Principal Officer, Dean, Director and Head of Unit.
Signature/Date:
Comment by the Director (HR)
Signature of Director/HRDate
Comment(s) by the Registrar
Signature/Date
Dignature/ Date