



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 st 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 31st December, 2024.

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

Thank you.

Dr. Muiyiwa S. Akintola

Ag. Director, Directorate of Human Resources

For: Registrar

