

APPLICATION FOR ENCASHMENT OF ANNUAL ACCUMULATIVE LEAVE

IMPORTANT NOTES (Please read):

- This application will be processed in terms of the prevailing policy.
- Only Accumulative leave may be encashed.
- Applications must be submitted to Human Resources by the end of the first working day of a month for inclusion in that Month's salary. Late application will be process for payment the following month.
- Leave encashment can only be processed once the Line Manager has approved the application for corresponding annual leave to be taken and the onus is on the applicant to ensure that his/her Line Manager is aware of the application.
- The value of the leave encashed will be calculated on the applicant's pensionable salary in the month in which the corresponding leave is taken.
- Leave may not be encashed retrospectively.
- Incomplete leave application forms will be returned for completion and re-submission.

EMPLOYEE NUMBER	TITLE	INITIAL	SURNAME
<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

SCHOOL / DEPARTMENT / SECTION	CAMPUS	TEL NO.
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 70%; height: 20px;" type="text"/>	<input style="width: 90%; height: 20px;" type="text"/>

NUMBER OF WORKING DAYS ANNUAL ACCUMULATIVE LEAVE DAYS LEAVE TO BE ENCASHED:	<input style="width: 80%; height: 20px;" type="text"/>
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ANNUAL LEAVE APPROVED BY LINE MANAGER:	Start Date	&	End Date	No. of Days
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	-	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>	<input style="width: 40px; height: 20px;" type="text"/>

Leave Sold to be included in _____ (month) salary, if possible.

EMPLOYEE'S SIGNATURE: _____ **DATE:** _____

APPROVAL BY LEAVE ADMINISTRATOR:

Name (Please print): _____ **Signature:** _____

Date : _____

PROCESSED BY SALARIES:

Name (Please print): _____ **Signature:** _____

Date : _____