

## LEAVES POLICY

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### ANNUAL LEAVE PROCEDURE:

1. Staff members wishing to proceed on annual leave are expected to apply at least one month before the intended date of departure.
2. Employees should fill out and sign a leave request form and submit it to the Head of the Department or Dean's Office for approval.
3. After the approval of the leave request, the Head of the Department or the Dean's Office concerned will forward the approved leave request form to the HR department for processing.
4. The HR director shall be responsible for interpreting the leave of absence policy and developing essential controls to prevent any irregularities or abuses.