
	Standard Operating Procedure	(CUEA/DVC ADM/HRM/09)
Title	Procedure for Leave Application	Page 1 of 8

	The Catholic University of Eastern Africa
---	--

TITLE	AUTHOR
PROCEDURE FOR LEAVE APPLICATION (CUEA/DVC ADM/HRM/09)	HR MANAGER
	NO. OF APPENDICES:
	2 (TWO) (A-B)


AUTHORIZATION
This Standard Operating Procedure is issued under the authority of:

TITLE	DVC ADMINISTRATION
SIGNATURE	
DATE	23 February 2011
ISSUE DATE	23 March 2011
STAMP CONTROLLED / UNCONTROLLED	

NOTE:

1. Write amendments on the page provided (Clause 0.2)
2. Controlled copies of this document will be in the HR and the DVC ADM Offices

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	Standard Operating Procedure	(CUEA/DVC ADM/HRM/09)
Title	Procedure for Leave Application	Page 2 of 8

0. CONTENTS AND RECORD OF CHANGES

0.1 Table of Contents

0.	CONTENTS AND RECORD OF CHANGES.....	2
1.	PUPROSE	2
2.	SCOPE	2
3.	TERMS AND DEFINITIONS.....	2
4.	REFERENCES	3
5.	PRINCIPAL RESPONSIBILITIES	3
6.	METHOD	3
7.	APPENDICES	4

0.2 RECORD OF CHANGES

No.	Date	Details of Changes		Authorization
	(dd-mm-yy)	Page	Clause/subclause	Title
1	21 June 2011	3	6.0 Reviewing of the method to make it adequate	HR Manager

0.3 Distribution / Circulation

This Standard Operating Procedure is available at relevant functions for authorized users.

1. PURPOSE

To ensure timely, fair, consistent, efficient and effective leave application and processing procedure.


2. SCOPE

The procedure applies to all permanent employees of CUEA and those with at least three (3) years contract

3. TERMS AND DEFINITIONS

3.1 Definitions of Terms Used:

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	Standard Operating Procedure	(CUEA/DVC ADM/HRM/09)
Title	Procedure for Leave Application	Page 3 of 8

For the purpose of this procedure the following terms shall apply in addition to those already defined in the CUEA Quality Management Manual.

3.1.1 **‘Leave’** is a period of time when an employee is not working because he/she is on holiday or vacation or some other reason.

3.1.2 **“Emergency Leave”** is the leave which may be taken in the case of illness, injury and certain other emergencies and urgent matters.

3.2 Abbreviations and Acronyms

3.2.1 **HR** - Human Resources

4. REFERENCES

This procedure makes reference to the following documents which form part of the CUEA-QMS documentation:

4.1 HR Policies and Procedures Manual

5. PRINCIPAL RESPONSIBILITIES

5.1 The HR Manager shall ensure that the procedure is being followed and adhered to.

6. METHOD

Part one: Annual Leave Application procedure

6.1 The HR Officer shall furnish the applicant with Leave Application form (CUEA/DVC ADM/HRM/09/fm01)

6.2 The applicant shall fill the form in quadruplicate and forward it to his/her functional HOD for recommendation

6.3 The HOD shall recommend and forward the form to the HR Manager at least within three (3) working days for normal leave and 48 hours for emergency leave

6.4 The HR Manager shall ensure that the approval is done within the leave guidelines of the University.

6.5 The HR Manager shall ensure that copies are forwarded to the Applicant, Financial Administrator and functional HOD

6.6 The HR Manager shall ensure that the employee’s personal file is updated.


Part two: Maternity/Paternity Leave Application Procedure

6.1 The HR Officer shall furnish the applicant with Maternity/Paternity Leave Application form (CUEA/DVC ADM/HRM/09/fm02)

6.2 The HR Officer shall ensure that the medical certificate is attached in case of maternity leave and a birth notification in case of paternity leave

6.3 The applicant shall fill the form and forward it to his/her functional HOD for recommendation

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	Standard Operating Procedure	(CUEA/DVC ADM/HRM/09)
Title	Procedure for Leave Application	Page 4 of 8

6.4 The HOD shall recommend and forward the form to the HR Manager for approval.

6.5 The HR Manager shall ensure that the approval is done within the leave guidelines of the University.

6.6 The HR Manager shall ensure that the employee's personal file is updated.


NB: No applicant should proceed on leave before approval.

7. APPENDICES

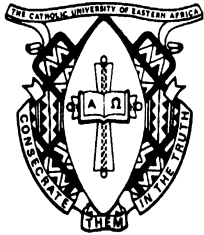
7.1 Appendix A: Leave Application form

7.2 Appendix B: Maternity/Paternity Leave Application form

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	Standard Operating Procedure	(CUEA/DVC ADM/HRM/09)
Title	Procedure for Leave Application	Page 5 of 8

7.1 Appendix A: Leave Application form



THE CATHOLIC UNIVERSITY OF EASTERN AFRICA

A. M. E. C. E. A.

Office of Human Resources

P.O. Box 62157
00200 Nairobi - Kenya
Telephone: 891601-6
Fax: 254-20-891084
E-mail: hr@cuea.edu

LEAVE APPLICATION FORM

Employee's Name _____ Payroll. No. _____
 Job Designation _____ Department/Section _____
 Job Grade _____

LEAVE TYPE *(Tick appropriately)*

- 1. Annual leave []
- 2. Sick/convalescent leave []
- 3. Compassionate leave []
- 4. Study leave []
- 5. Lieu days []
- 6. Others (specify) _____


In case of sick leave, please give details, even when the medical certificate is attached.....

First day of leave..... Last day of leave

Total no. of working days applied for.....Telephone contact while on leave

Signature of Leave Applicant _____ Date _____

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	Standard Operating Procedure	(CUEA/DVC ADM/HRM/09)
Title	Procedure for Leave Application	Page 6 of 8

FOR OFFICIAL USE ONLY

A. Head of applicant's Department/Equivalent:

Recommended [] Not recommended []

Comment (If any)

Name _____ Signature _____ Date _____

B. Leave computation by HR Department *(cancel what is not applicable)*

Annual leave only

Other leave

(Specify).....

No. of days carried forward from year..... days	Days applied for.....days
No. of days due for year..... days	Days approveddays
Total leave days due days	
Less days already forfeited days	
Less days already taken days	
Less days applied for days	
Standing balance days	

Annual leave allowance Ksh Payroll month when payable

Officer's Name _____ Signature _____ Date _____

Leave Approval

No. of leave days granted..... Date of reporting back


Signed:

HUMAN RESOURCES MANAGER

DATE

CUEA/DVC ADM/HRM/09/fm01

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------

	Standard Operating Procedure	(DVC– ADM/HR/09)
Title	Leave Application	Page 8 of 8

FOR OFFICIAL USE ONLY

A. Head of applicant’s Department/Equivalent:

Recommended Not recommended

Comment (If any)

Name _____ Signature _____ Date _____

B. Human Resources Department:

Medical certificate forwarded Yes No

Plus: (i) No. of public holidays (ii) No. of CUEA holidays

Officer’s Name _____ Signature _____ Date _____

Leave Approval

No. of months/weeks days granted Date of reporting back

Signed:

HUMAN RESOURCES MANAGER

DATE

CUEA/DVC ADM/HRM/09/fm02

Revision	00		Date	18 – Jan 2011
----------	----	--	------	---------------