



MOUNTAIN TOP UNIVERSITY
KM 12, LAGOS-IBADAN EXPRESSWAY, PRAYER CITY

Date:

PF. No:

The Registrar

Ufs:

.....

.....

APPLICATION FOR ANNUAL LEAVE

SECTION 'A'

(To be filled by Applicant)

I hereby apply for my annual leave as stated below:

1. Name of Staff:

2. Marital Status:

3. College/Division/Department/Unit:

4. Date of First Appointment:

5. Present Designation:

6. Date of Appointment to the Present Designation:

7. Date resumed duty from last Leave:

8. Leave due for current year:

9. Date Leave to commence:

10. Date Leave to end:

11. Address while on Leave:

.....

Signature of Applicant

College/Division/Department/Unit

Date

