



JUDICIAL SERVICE
Leave Application Form For Circuit Court Judges/Magistrates

NAME:.....DATE:.....

COURT:.....

(i.e. District/ Circuit)

TYPE OF LEAVE REQUIRED:

I wish to apply for working day(s) Leave for the year with effect from
 (state type of leave)
 to.....

If approved, I shall resume duty on

My Leave contact address / phone is

Signature

SUPERVISING JUDGE

I recommend that all / part of the Leave be granted for working days.

Leave to be taken from to

..... should be in a position to cover during this period
 (Name of Judicial Officer relieving)

Signature

HUMAN RESOURCES DEPARTMENT/REGIONAL ADMINISTRATION

Leave applied for: working days leave
 (Type of leave)

Leave Outstanding:

Leave recommended:

Balance outstanding:

Signature of DHR/RAO:

APPROVAL

Granted / Denied/ Other:
 (Delete as appropriate)

Her Ladyship Chief Justice /Judicial Secretary/DJS :
 (Delete as appropriate)