



# National Police Service Commission



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Tel. No. 0709099000

P.O. Box 47363 - 00100  
CBK Pension Towers, 9<sup>th</sup> Floor  
Harambee Avenue  
**NAIROBI**

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Date: -----

## **NB: FOR OFFICERS IN SCALE 5 AND BELOW**

To be submitted by the applicant at least 30 days  
Before the leave is due to commence

The Director, Human Capital Management,  
National Police Service Commission,  
P.O. Box 47363-00100,  
**NAIROBI.**

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## **ANNUAL LEAVE APPLICATION FORM**

1. I -----  
P/NO -----  
Designation ----- apply for -----  
days annual leave with effect from -----  
----- to -----

2. My leave address will be: -----  
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3. During period of leave, my salary and all other allowances should be paid to:-  
(a) Continue to be paid through my current pay point
4. I understand that I require your permission in writing should I desire to spend my leave outside Kenya.

Date: ~~~~~  
Signature of applicant

PART II

(To Be Completed By Head of Department)

5. (a) Recommended, arrangements can be made for the performance of his/her duties during his/her absence  
(b) Not recommended for the following reasons:-

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Station: ~~~~~ Signed: ~~~~~  
Designation and rubber Stamp

PART III

(To Be Completed By Human Capital Management Department)

This application is approved/not approved

Date: ~~~~~ Signed: ~~~~~  
Director, Human Capital  
Management and Development