

**GODFREY OKOYE UNIVERSITY
THINKERS CORNER, ENUGU**

PROPOSED LEAVE SCHEDULE – YEAR 2025

DEPARTMENT/DIRECTORATE/UNIT _____ **FACULTY** _____

NO	NAME OF STAFF	GENDER	ID NO.	STATUS (JNR OR SNR STAFF)	DESIGNATION	COMMENCEMENT DATE OF EMPLOYMENT	PROPOSED LEAVE PERIOD	
							START	ENDS
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								

NOTE: All the leave proposals should fall within long vacation period only (i.e. August and September, 2024)
Senior Staff GOUASS1-7 and GOUSS 6-15 30 working days per annum.
Junior Staff GOUSS 1-5 21 working days per annum.
Please see pgs 95-98 of the Regulations Governing Staff conditions of service for further guidance.

Prepared by NAME: _____
Signature: _____
Date: _____

Approved by NAME: _____
Signature _____
Date: _____