



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY**

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Office of the Deputy Vice Chancellor (Administration)

INTERNAL MEMO

FROM: DEPUTY VICE CHANCELLOR (ADMIN.)

DATE: 17TH AUGUST, 2015

TO: ALL STAFF IN MAIN CAMPUS, KAREN CAMPUS,
WESTLANDS CAMPUS & NRB CBD CAMPUS

REF: JKU/ADM/1R

SUBJECT: MANUAL LEAVE APPLICATION FORMS

The above subject refers.

Following completion of the on-line leave application sensitization at JKUAT Main Campus, Karen Campus, Westlands Campus and Nairobi CBD Campus, the manual leave application forms for processing of annual, carry over, off days and paternity leaves will therefore **NOT BE ACCEPTED** for members of staff in these campuses with effect from **1st September, 2015**.

All Heads of Departments should therefore ensure that leave application and approval is done on-line through: <http://192.168.2.3/sshr/>

In case of any difficulties please consult the Department of Human Resource for assistance.


PROF. VICTORIA WAMBUI NGUMI, Ph.D.
DEPUTY VICE CHANCELLOR (ADMINISTRATION)

Copy to:

- Vice Chancellor	- Heads of Sections
- Deputy Vice Chancellor (AA)	- All Notice Boards
- Deputy Vice Chancellor (Finance)	
- Deputy Vice Chancellor (RPE)	
- Principals of Colleges	
- Principal, Karen Campus	
- Principal Westlands Campus	
- Director NCBBD Campus	
- Chairmen of Departments	

SPO/nml



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