



**JOMO KENYATTA UNIVERSITY
OF
AGRICULTURE AND TECHNOLOGY
MAIN CAMPUS - JUJA
School of Business and Entrepreneurship
JKUAT CENTRE OF PROFESSIONAL STUDIES
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2022 INTAKE CURRENTLY ONGOING

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December exams.
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web keep your memo request as brief and clear as possible don t state that you re taking the days off politely request them indicate how many vacation days you have and then indicate which specific dates you wish to be away ask your boss if you can indeed use those days then ask if she thinks those specific days are suitable for the goals of

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web sep 29 2023 a memo or memorandum is a notice that communicates matters concerning the business such as policy updates meeting or event reminders recognition of employee performance schedule changes

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web jul 18 2023 a vacation leave letter is a written request from employees to their company asking for approval for time off it outlines the employee s intended days off and their plan for coverage at work vacation leave letters may be addressed to your direct supervisor or the human resources department at your company

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web template 1 reminding your employee that the end of the year s approaching and their holiday time doesn t carry over template 2 informing your employee that they missed the cut off for taking their leave and explaining how your carry over policy works dear recipient s name

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web may 8 2023 vacation pay means the employer will pay the employee a percentage of their 12 month gross earnings 4 or 6 if an employee ceases working for the employer they are entitled to their vacation pay earned from the start to their last day of employment employers must ensure that employees take their vacation