

**BABCOCK UNIVERSITY  
HUMAN RESOURCES DEPARTMENT  
RESUMPTION OF DUTY FORM**

1. Name.....
2. Position/Rank.....Div/Dept/Unit.....
3. Employment Status- Regular ( ) Contract ( ) Sabbatical ( ) Visiting ( ) BUSSLevel & Step.....
4. Staff No..... Phone No..... Email.....
5. Date of Resumption of duty.....
6. Date of Birth (Day...../Month...../Year.....)
7. Present Qualifications with Date.....

To: Director, Human Resources

8. This is to certify that I reported for duty at \* (Unit/Dept/Div.).....

9. ***Tick as applicable***

- |  |                         |
|--|-------------------------|
| <ul style="list-style-type: none"><li><input type="radio"/> At the expiration of annual leave</li><li><input type="radio"/> At the expiration of sabbatical leave</li><li><input type="radio"/> On training</li><li><input type="radio"/> On transfer</li><li><input type="radio"/> Suspension (Reason).....</li><li><input type="radio"/> Others (specify).....</li></ul> | <p>Bank Information</p> |
|--|-------------------------|

10. Head of Unit/Dept's Comment.....

11. Name of Head of Unit/Dept.....

12. Signature.....Date.....

13. Dean/CMD/Division Head Comment .....

14. Name of Dean/CMD/Division Head.....

15. Signature.....Date.....

16. Signature of Faculty/Staff.....

17. DHR Signature & Date.....

18. President/Vice-Chancellor's Remarks.....

19. President/Vice-Chancellor's Signature & Date.....

**Salary will not be processed until this form is submitted to HR.**