



TAI SOLARIN UNIVERSITY OF EDUCATION, IJAGUN
PMB 2118, IJEBU-ODE, OGUN STATE
STAFF PLANNING AND STATISTICS UNIT
HUMAN RESOURCE MANAGEMENT DIVISION

From: Deputy Registrar, HRM

To: All Non-Teaching Members of
Staff of the University.

Ref. No.: TASUED/SPSU/18D⁶/ VOL.X/65

Date: November 21, 2025

ANNUAL LEAVE ROSTER FOR 2026

In line with the University policy on Annual Leave, non-teaching staff are to note that annual leave period is between **January 1 to December 31**.

In light of the foregoing non-teaching staff across offices in the University are being reminded to commence preparing leave roster for the year 2026, and submit the **hardcopy** to the Human Resource Management Division on or before **Friday, December 5, 2025** for further processing.

Therefore, Heads of Divisions/Units are to coordinate the roster to ensure that LEAVE PERIOD is evenly spread through the year in other to avoid vacuum at any given time, there will not be any overlap of dates chosen. It is to be noted that any application for leave that is not covered in the roster may not be treated.

The University Management policy discourages **deferment and accumulation** of annual leave. However, exceptional cases, with convincing reason(s) may be considered with input of the **Supervising Officer** and the **approval of the Vice Chancellor**.

Application for Annual Leave FORM is expected to be duly filled and submitted to the Human Resource Management Division, Deputy Registrar's office at least **two (2) weeks** before commencement of leave, embarking on leave or leaving duty post without obtaining **APPROVAL** may attract appropriate administrative sanctions.

A **softcopy** of the Annual leave roster should be forwarded to:

onawogaa@tasued.edu.ng

cc: awoneyeob@tasued.edu.ng

Thank you for your cooperation and prompt action.

'Ayo Awoneye
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For: Deputy Registrar