Jamaica Constabulary Force

[STATION]

[COMMUNITY]

[PARISH]

[DATE]

Sub-Officer i/c

[TEAM/SECTION/UNIT]

**[NUMBER RANK AND NAME] TO ACCUMULATE VACATION LEAVE BEYOND ONE HUNDRED AND FIVE (105) DAYS.**

I hereby request to accumulate vacation leave beyond one hundred and five (105) days. I enlisted in the Jamaica Constabulary Force on [ENLISTMENT DATE], and I have [WHETHER YOU HAVE BEEN ON VACATION LEAVE AND HOW MANY TIMES].

I now have one hundred and five days of vacation leave to my credit.

I recently applied for vacation leave to commence on [DATE LEAVE WAS SUPPOSE TO COMMENCE], which was subsequently denied due to exigencies of service. Please see the copy of the denial letter attached.

Submitted for your appropriate action.

[Signature]