Jamaica Constabulary Force

[STATION]

[COMMUNITY]

[PARISH]

[DATE]

Sub-Officer i/c

[TEAM/SECTION/UNIT]

**APPLICATION OF [NUMBER RANK AND NAME] FOR [NUMBER OF DAYS IN WORDS AND NUMBER] DAYS VACATION LEAVE TO BE SPENT [WHETHER LOCALLY, ABROAD OR BOTH].**

I hereby apply for [NUMBER OF DAYS IN WORDS AND NUMBER] days of vacation leave to be spent [WHETHER LOCALLY, ABROAD OR BOTH] .

**From: 8:00 am [DATE LEAVE BEGINS].**

**To: 8:00 am [DATE LEAVE ENDS].**

Whilst on leave, my local address will be [ADDRESS WHILE ON LEAVE], and my local contact number will be [CONTACT NUMBER]. My overseas address will be [OVERSEAS ADDRESS], and my overseas contact will be [OVERSEAS CONTACT NUMBER]. I have no disciplinary or civil charges pending against me; neither do I have any official correspondence in my possession. I will not be required to attend court for the period I have applied.

I am conversant with F.O. #3205, dated November 6, 2008, that treats with sick leave abroad, and I am aware of my obligations.

A signed declaration is attached.

Submitted for your appropriate action.

[Signature]