

FILE NO.: E 4/2/3 Vol III
Circular Memorandum No: 211

FROM: Permanent Secretary
Ministry of Education

TO: Principals I, II, III Primary / Secondary Schools,
Technical Institutes, Training College
and Heads of Divisions/Sections

DATED: December 28, 1989

SUBJECT: Applications for Leave of Absence without Pay -
(for Study Purposes (No-Pay Study Leave) - and
for Private Reasons).

I wish to draw to your attention the attached Circular Memorandum dated 8th September, 1989 from the Chief Personnel Officer concerning applications from Public Officers for leave of absence without pay, for study purposes and for private reasons.

2. '•. It is to be noted that the Chief Personnel Officer has indicated that applications for leave of absence without pay must reach that office at least three months in advance of the date on which it is proposed that the leave should begin.
3. The prescribed forms for No-Pay Study Leave and No-Pay Leave may be obtained from the Secretariat, Personnel and Industrial Relations Division of the Ministry of Education, Alexandra Street, Port-of-Spain.
4. In order to facilitate the processing of such applications in the Ministry of Education, the completed forms and all relevant documents must be submitted to this Ministry at least five months prior to the proposed date of commencement of the leave.
5. Principals and Heads of Divisions are requested to bring this Circular Memorandum, together with its attachments to the attention of all members of staff who are required to sign the Circular Memorandum as evidence that it has been seen.

S. Madray (Mn)
for Ag. Permanent Secretary.
Ministry of Education and Culture.

