

APPLICATION FOR NO-PAY LEAVE

1. THIS FORM IS TO BE FILLED IN BY APPLICANTS WHO ARE EITHER TEACHERS OR CIVIL SERVANTS AND WHO ARE APPLYING FOR NO-PAY LEAVE OF ONE YEAR'S DURATION OR LESS.

2. Teachers are reminded that the appropriate regulations governing their application for no-pay leave not exceeding one year are as follows:

"48A (1) In exceptional circumstances leave without pay for a period not exceeding one year may be granted to teachers by the Minister who may revoke such leave on discovery that it is being used for some purpose other than for which it was granted.

(2) Leave granted under this regulation shall not constitute a break in service nor in any way prejudice pension entitlement."

SECTION A

This portion of the form is to be completed by applicant

(a) Name
(In capitals) *Surname* *First Name*

(b) Date of Birth; (c) Age
Day *Month* *Year*

(d) Title of post now held

(e) Division/School

(f) Date of first appointment

(g) Present permanent appointment (if different from post at (d) above)

(h) Monthly salary

(i) PERIOD OF LEAVE REQUIRED (state exact dates)

(j) Reason for request:

(State here the exceptional circumstances in support of application: Also provide documentary evidence as appropriate)

.....
.....
.....
.....
.....
.....
.....

(attach extra sheet if necessary)

(k) If any period of the no-pay leave requested is to be spent out of the territory please state:

(1) The date you propose to leave the Country

(2) The portion of the period of no-pay leave to be spent out of the country

(l) Vacation Leave eligibility at date of application

(m) Date Signature of Applicant

SECTION B

This portion of the form is to be completed by the applicant's Head of Department/Principal.

(i) Do you recommend the grant of no-pay leave?

.....
(Yes or No)

(ii) State explicitly the reasons for so recommending:

.....
(attach extra sheet if necessary)

(iii) State the arrangements you propose for the performance of the duties of the applicant during his/her absence on no-pay leave:

Date

Signature of Head of
Department/Principal

This form when completed should be submitted not less than one month before the anticipated date of commencement of the no-pay leave applied for.