###### Application for Time-off in Lieu

**Part I** (to be completed by the requesting officer)

I wish to apply for time-off in lieu on the following occasion(s):

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Time** | **Leave Application** | **Time-off Balance available** |
|  |  |  |  |

|  |  |
| --- | --- |
| Signature : |  |
| Name : |  |
| Rank : |  |
| Post : |  |
| Date: : |  |

**Part II** (to be completed by the approving officer)

The application in Part I above \*is/is not approved.

|  |  |
| --- | --- |
| Signature : |  |
| Name : |  |
| Rank : |  |
| Post : |  |
| Date: : |  |

\* Delete if not applicable