



## LEAVE APPLICATION FORM

Please complete this form and submit to your Division Heads/Managers, as early as possible prior to your leave date, especially if you plan to travel overseas. It is your responsibility to ensure that you have annual leave to your credit before applying. If you do not have annual leave to your credit, leave taken without prior approval will be treated as leave without pay and may result in disciplinary action. Retrospective approval will not be granted.

1.0 Employee Details			
Officer Name		TPF No.	
School/Unit		District	
Position		Division	
Email		Phone No.	
2.0 Type of Leave (for overseas leave, please fill part C)			
Leave Type	Sick Leave Type	Bereavement Leave	Leave Without Pay
Local <input type="checkbox"/>	With S/Sheet <input type="checkbox"/>	Maternity Leave: <input type="checkbox"/>	Local <input type="checkbox"/>
Overseas <input type="checkbox"/>	Without s/Sheet <input type="checkbox"/>	Confinement No: -----	Overseas <input type="checkbox"/>
		Personal Leave <input type="checkbox"/>	
		National Sporting Leave <input type="checkbox"/>	
		Time Off <input type="checkbox"/>	
		Annual Leave <input type="checkbox"/>	
Leave Start Date:		Leave End Date:	No. of Days:
Reason for Leave:			
Destination if overseas:			
3.0 Declaration			
Are You Bonded	Are you a guarantor of a bond		Are you indebted to Government (salary advance, accountable advance etc?)
Yes <input type="checkbox"/>	Yes <input type="checkbox"/>		Yes <input type="checkbox"/>
No <input type="checkbox"/>	No <input type="checkbox"/>		No <input type="checkbox"/>
Specify:		Specify:	Specify:
Officer's Signature:		Date:	
4.0 Supervisors Comment			
Recommended	Arrangements on work coverage (please specify):		
Yes <input type="checkbox"/>			
No <input type="checkbox"/>			
Name:	Designation:		
Signature:	Date:		
5.0 Directors/Division Head Comments (for overseas leave ONLY)			
Signature		Date:	



## OFFICE USE ONLY

7.0 Clearance Process (verify officer's Declaration)					
LEARNING & DEVELOPMENT		PERFORMANCE & DISCIPLINE		SALARIES	
Officer bonded: Yes    No		Officer has pending discipline Yes    No		Officer owes money Yes    No	
Specify: TELS PSC Other		Specify:		Specify: Accountable Advance \$ Debt \$ OPR \$	
Name:		Name:		Name:	
Date:		Date:		Date:	
6.0 Leave Section					
Type of Leave	Entitlement	Taken	Available	Days applied for	New Balance
Recommendation	Cease Salary	Effective Date:			
Processing Officer:				Designation:	Date:
7.0 Salaries (LWOP/Overseas Leave)					
Cessation Date:			Pay Schedule:		
Officer:			Designation:		Date: