



LEAVE APPLICATION FORM

Please complete this form and submit to your Division Heads/Mgrs., 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 Local Overseas Time Off	Sick Leave Type With S/Sheet Without s/Sheet	Study Leave With pay Without pay	Bereavement Leave Maternity Leave Paternity Leave Family Care Leave National Sporting Leave
			Leave Without Pay Local Overseas
Leave Dates:		Resumption Date:	No. of Days:
Reason for Leave:			
Destination if overseas:			
3.0 Declaration			
Are You Bonded Yes No	Are you a guarantor of a bond Yes No	Are you indebted to Government (salary advance, accountable advance etc?) Yes No	
Specify:	Specify:	Specify:	
Officer's Signature:		Date:	
4.0 Supervisors Comment			
Recommended Yes No	Arrangements on work coverage (please specify):		
Name:		Designation:	
Signature:		Date:	
5.0 Directors/Division Head Comments (for overseas leave ONLY)			
Signature		Date:	



OFFICE USE ONLY

7.0 Clearance Process (verify officers 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