



OFFICE OF THE PRIME MINISTER/
OFFICE OF THE CABINET

APPLICATION FOR VACATION LEAVE

Instructions: Application for vacation leave should reach the Human Resource Development and Management Division no later than six (6) weeks before the beginning of the leave applied for, except in the case of an emergency. Forwarding address, telephone numbers and e-mail address must also be provided whether leave is intended to be spent locally or overseas. Please ensure that the section that applies to you is completed before it is forwarded to the Senior Director, Human Resource Development and Management. It should be noted that applications will be returned if the appropriate sections are not completed.

TO: APPLICANT

Name Of Applicant: _____
Position & Grade: _____
Unit/Division/Agency: _____
Leave Requested: _____ Days From: _____ To: _____
Permission Is Being Sought To Proceed Abroad: Yes No
State Address, Abroad or Locally: _____
Contact Number(s): _____ Email Address: _____
Instruction Re: Leave Pay _____
Applicant's Signature: _____ Date: _____

TO: DIVISIONAL HEAD/SUPERVISOR

Departmental Leave taken to date: _____ Days Sick Leave taken to date: _____ Days
Leave Recommended: Yes No If no, state why _____
Arrangements Proposed for the Performance of Duties: _____
Supervisor's Signature: _____ Date: _____
Divisional Head's Signature: _____ Date: _____

TO: LEAVE OFFICER

Vacation Leave Eligibility: _____ days, with effect from _____
Signature: _____ Date: _____

TO: PERMANENT SECRETARY/SENIOR DIRECTOR, HRDM

Leave Approved: Yes No
Signature: _____ Date: _____
Permanent Secretary/Senior Director, HRDM