

APPENDIX 3

Application for Unpaid Leave approved by Permanent Secretaries

Date of request: _____

(applications should be made in conformity with PSMC provisions & Directive 8)

Permanent Secretary

Thro' Director/Head of Department _____

SECTION 1: APPLICANT'S DETAILS

Surname _____

Name _____

Ministry/ _____

Department/ _____

Entity

Directorate

Grade/Position _____

I.D. Card No. _____

E-Mail Address _____

Office Tel. _____

SECTION 2: TYPE OF UNPAID LEAVE *(tick as appropriate)*

Political Activities Leave to contest the following elections

(only applicable in respect of officers holding a politically free post)

National Parliament

Local Councils

European Parliament

Leave to try alternative employment in the private sector *(salary scales 10 and higher)*

Leave to take up a Post with an International Organisation

Period of Unpaid Leave being requested: From _____ To _____

Document(s) supporting request enclosed with application Yes No

I, the undersigned, declare that the information and documentation submitted in this application is correct.

Signature: _____

Date: _____

For Official Use: Approved Not Approved *(if not approved please state reason)*

Signature of Permanent Secretary _____

Date: _____

Directors should take disciplinary action when officers fail to resume duty at the expiration of unpaid/paid leave.

The information supplied in this application form shall be used exclusively by the employing Ministry and the People & Standards Division for record keeping and verification purposes. Personal information provided on this application form is protected, and used in accordance with the provisions of the Data Protection Act.

Signature of Head of School

Signature of College Principal