

**SPECIAL LEAVE – BIRTH, MARRIAGE AND BEREAVEMENT**  
**(In terms of Section 1 of the Manual of Work-life Balance Measures)**

**Date:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**SURNAME:** \_\_\_\_\_

**GRADE:** \_\_\_\_\_

**ID:** \_\_\_\_\_

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**OCCASION:**

**1. Date of Marriage:** \_\_\_\_\_

**2. Date of Birth of Child:** \_\_\_\_\_

**3. Date of Death of near relative:** \_\_\_\_\_

**State Relation (of near relative):** \_\_\_\_\_

**Dates of absence: From** \_\_\_\_\_ **To** \_\_\_\_\_

\_\_\_\_\_

**Signature of Applicant**

\_\_\_\_\_

**Signature of Head of School/Head of Section**

1. – 3 working days immediately after the date of marriage
2. – 5 working days to be availed of within 15 days from the date of birth of the child
3. – 2 working days immediately after the date of death of a near relative. There is no bereavement leave for the demise of a grandparent or an in-law