

## APPENDIX 2

### Application for Unpaid Leave approved by Directors

**Date of request:** \_\_\_\_\_

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

#### SECTION 1: APPLICANT'S DETAILS

Surname \_\_\_\_\_

Name \_\_\_\_\_

Ministry/  
Entity \_\_\_\_\_

Department/  
Directorate \_\_\_\_\_

Grade/Position \_\_\_\_\_

I.D. Card No. \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Office Tel. \_\_\_\_\_

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

Leave to New Recruits  Vocational leave

Leave for a special reason  Missionary/Voluntary Service

Leave to settle in a foreign country  Leave to try alternative employment in

Leave for fishing and agricultural purposes  the private sector *(Salary scales 11 and lower)*

**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 of Applicant:** \_\_\_\_\_

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

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

**Signature of Director/Head of Dept** \_\_\_\_\_ **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