DEPARTMENT OF PUBLIC SERVICE APPLICATION FOR STUDY LEAVE

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Name			Positio		on	Employee No.
	Posting					Duties
include s	studies currently p	ursuing)	rsuina) Te		hnical / Profe	ssional Training
Туре о	of Award Applyi	ing For (p	lease ch	eck the	appropriate	e box)
			Full In-Service (Local)			
alary On	y)		Partial/Li	Partial/Limited In-Service (Salary & Tuition)		
			Educatio			
onths)						
)	Area of Study	Area of Study (please be specific)			Name and	d Address of Institution
ls School	accredited?	accredited?				
	Yes 🗔	No				
	• •			Fating	ated Annual Tuition	
зу	Acceptance	! Letter Received?				ease provide proof)
Yes (if ye acc		No Description No Descripti No Description No Description No Description No Descr				
) sureties	and addresses:					
me					Address	
ill apply y	vour studies upon y	your return	and how	this will b	enefit the org	janization.
	Type of alary On alary On anths)	include studies currently provide studies cu	include studies currently pursuing) Type of Award Applying For (p alary Only) alary Only) Area of Study (please be Area of Study (please be Area of Study (please be Yes No Acceptance Letter Rec Yes No (if yes please enc acceptance let sureties and addresses: me	include studies currently pursuing) Type of Award Applying For (please ch alary Only) Full In-Se alary Only) Area of Study (please be specific) Area of Study (please be specific) Area of Study (please be specific) School accredited? Yes No (if yes please enclose acceptance letter) sureties and addresses: me	Posting include studies currently pursuing) Type of Award Applying For (please check the Image: Type of Award Applying	Posting include studies currently pursuing) Technical / Profe Type of Award Applying For (please check the appropriate

Date

* If fields are insufficient to capture data, please attach a typed copy of the information

Applicant's Signature

PART B - TO BE COMPLETED BY THE STUDY LEAVE SELECTION BOARD

Date of Meeting	Venue of Meeting
Board Members Present	

Comments/Points to Consider

Is Study Leave in a Priority Area at relevant Ministry / Department? [] Yes [] No

Board's Recommendation

Full In-Service (Abroad)	Full In-Service (Local)	
Partial/Limited In-Service (Salary Only)	Partial/Limited In-Service (Salary & Tuition)	
Unpaid Study Leave	Educational Loan	
Special Leave (under 12 months)	Defer	
Deny		

Comments

 Additional Comments for Applicants Pursuing Legal Studies

 Board's Recommendation:
 Comment

 Draft Cabinet Paper
 Image: Comment of the second second

Financial Implications for Approved Awards		
Tuition		
Air Fare (approximate)		
Training Allowance		
Full In-Service Award (Abroad)		
Book Allowance Full In-Service Award (Local)		
Additional Funds		
Total	\$	

The following are attached: Please tick the boxes

1. Acceptance Letter

- 2. Proof of Tuition
- 3. Financial Clearance
- (if applicable) 4. Names of three (3) sureties / addresses (if applicable)
- 5. Current Performance Appraisal

Signature of Board Chairman	Date
Signature of Board Secretary	Date