

EDR 10

**MINISTRY OF EDUCATION
APPLICATION FOR MATERNITY LEAVE
ED. RULES 79 (7), S.I. 87 of 2012**

Application form must be completed in **DUPLICATE** and submitted to the Managing Authority, through the Principal, no less than eight weeks before leave is expected to begin.

<p><u>Procedures:</u></p> <p>1. Submission of completed form and supporting documents to Principal.</p> <p>2. Principal forwards application to Managing Authority.</p> <p>3. Managing Authority verifies particulars and forwards application to Commission.</p> <p>4. Commission determines pay schedule for leave period vide Rule 79 (2), (3) & (4) and approves replacement teacher as may be necessary.</p> <p>5. Managing Authority, Teacher/staff member, and principal notified of particulars of (4) above.</p> <p><u>Verification of Details:</u></p> <p>Details are accurate</p> <p>Principal: <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>Managing Authority <input type="checkbox"/> Yes <input type="checkbox"/> No</p>	A. APPLICANT'S BIOGRAPHICAL DATA			
	1. LICENCE NO.			
	2. NAME			
		<i>Last Name</i>	<i>First Name</i>	<i>Middle Name</i>
	3. PRESENT POST			
	4. SCHOOL			
	5. DISTRICT			
	6. MANAGING AUTHORITY			
	7. SOCIAL SECURITY NO.			
	B. PROFESSIONAL STATUS: In respect of teachers, tick as appropriate.			
	8. <input type="checkbox"/>	Employed for 150 days prior to date of confinement		
	9. <input type="checkbox"/>	Employed for less than 150 days prior to date of confinement		
		Date of Employment:		
		D	M	Y
	C. Current Salary Rate			
10. Pay Scale:	Annual Salary:			
<input style="width: 100px; height: 20px;" type="text"/>	<input style="width: 150px; height: 20px;" type="text"/>			
Signature of Applicant		D	M	
		Y		

