

EDR 11

**MINISTRY OF EDUCATION
APPLICATION FOR EXEMPTION FROM CALL TO DUTIES
ED. RULE 80 (5), S.I. 87 of 2012**

Application form must be completed in DUPLICATE and forwarded to the Managing Authority, through the Principal, not less than one month prior to the period for which the leave is being requested.

<p><u>Procedures:</u></p> <p>1. Submission of completed application form to Principal.</p> <p>2. Principal forwards application to the Managing Authority.</p> <p>3. Managing Authority makes final determination on leave and forwards to TSC Secretariat</p>	A. APPLICANT'S BIOGRAPHICAL DATA							
	1. NAME							
		Last Name		First Name		Middle Name		
	2. LICENCE #							
	3. SCHOOL							
	4. DISTRICT							
	5. MANAGING AUTHORITY							
	B. EXEMPTION REQUEST							
	6. Number of days of Exemption requested:							days
	From			To				
	D	M	Y	D	M	Y		
	7. Reason for Request:							
	8. Attach evidence where appropriate.							
	9. Have you ever been granted an Exemption from Call to Duties before?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
	If YES, state period(s) for which exemption was granted:		From:		To:			
		From:		To:				
		From:		To:				
		From:		To:				
Signature of Applicant				D	M	Y		
FOR OFFICE USE								
Application Received:		D	M	Y				
Application Received:		D	M	Y				
Application		<input type="checkbox"/> Approved			<input type="checkbox"/> Not Approved			
Signature				D	M	Y		