## MINISTRY OF EDUCATION APPLICATION FOR LONG LEAVE ED. RULE 81 (5), S.I. 87 of 2012

**ED. RULE 81 (5), S.I. 87 of 2012** Application form must be completed in <u>TRIPLICATE</u> and submitted to the Managing Authority, through the Principal, by 30<sup>th</sup> September for leave to commence 1<sup>st</sup> April and by 31<sup>st</sup> December for leave to commence 1<sup>st</sup> September.

Procedures:		A. APPLICANT'S BIOGRAPHICAL DATA											
1.	Submission of	1. NAME								1			
	completed	1. 10 0012											
	application form		Last Nat			me First I			mp	Midd	Middle Name		
	to Principal.	2 601001	vanie			11131 110	me	wiidul	e Nume				
2.	Principal forwards	2. SCHOOL											
	application to the												
	Managing	3. DISTRICT											
	Authority.												
3.	Managing	4. MANAGING AUTHORITY											
0.	Authority verifies details provided by the teacher.	B. EMPLOYMENT HISTORY											
		E Data of Initial E			1113101								
		5. Date of Initial Er	ι.										
4.	Managing				D	М	Y	-					
	Authority reviews	6 Managomont(s)	hywhom			rom:	1		To:				
	and negotiates with teacher vide	<ol><li>Management(s) by whom previously employed (if</li></ol>			11				10.				
		applicable)				From:			To:				
	Ed. Rule 81 (9).												
5.	TSC approves Long Leave and					rom:			To:				
5.													
	notifies teacher,					rom:			To:				
	through the												
	Managing												
	Authority												
		Length and Period of service:			Fr	om:			To:	То:			
				0									
		years											
		C. CURRENT SALARY RATE											
		8. Pay Scale: Innual Salary:											
Verification of Details Details are accurate		D. LEAVE HISTORY											
		9. Has Study Leave been grant				before?			Yes		No		
		If YES, state period(s) for which			Fr	rom:			To:				
		leave was granted:											
	dy Leave				Fr	rom:			To:				
() Yes () No													
		10. Has Leave Without Pay bee					efore?				No		
		If YES, state period(s) for which			F	rom:			To:				
Tee	W:414 D	leave was granted:			-					Tot			
	ve Without Pay					rom:			10:	To:			
0 :	Yes () No												
		11. Has Long	nted b	pefore?			Yes		No				
Lon	ng Leave	If YES, state period(	meut				1 0 3		110				
	Yes () No	leave was granted:	Δ	April to June				(year)					
$\mathbf{O}$	105 () 110	ieave was granted:								(year)			
			c.	Santambar to Novambar (waar)									
			Se	September to November(year)									

## EDR 12

	12. Long Leave is requested for												
	the period:				April to June of					(year)			
			September to November of					(year)					
	E. CERTIFICATION												
	I certify that the information provided above is to the best of my knowledge true and accurate.									d			
	Signature of Applicant D N							М		Y			
	FOR OFFICE USE												
PRINCIPAL													
	Application Received:						By	By:					
	Application forwarded to Managing Authority			N	М	Y		Signature					
							By	:					
				N	М	Y	Signature						
<u>MANAGING</u> AUTHORITY	Application Received:						By	:					
<u></u>				N	М	Y		Signature					
	Particulars for the eligible period of service as given of					By	:						
	this form have been verified.												
				N	М	Y			Signatu	ire			
	Long Leave recommended for:				Inne (meet)								
	April t					June(year)							
TEACHING SERVICE	Application Received:	Sept	embe	r to N	November(year) By:								
<u>COMMISSION</u>	Application Received.						Dy						
	Particulars for the eligible			N	М	Y	D	Signature By:					
	period of service as given on						Бу						
	this form have been verified.				1	V			C:				
	Long Leave Approved for:		D	r	М	Y			Signatu	ire			
								(year)					
		September to November					(year)						
		September to											
					D			М			Y		
					L	-		111					
	Signature												