

**MINISTRY OF EDUCATION
APPLICATION FOR LEAVE WITHOUT PAY
ED. RULE 85 (6), S.I. 87 of 2012**

Application form must be completed in DUPLICATE and forwarded to the Managing Authority, through the Principal, not less than two months 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 recommendation on leave and forwards to TSC Secretariat</p>	A. APPLICANT'S BIOGRAPHICAL DATA							
	1. NAME							
		<i>Last Name</i>		<i>First Name</i>		<i>Middle Name</i>		
	2. LICENCE #							
	3. SCHOOL							
	4. DISTRICT							
	5. MANAGING AUTHORITY							
	B. LEAVE WITHOUT PAY REQUEST							
	6. Period requested	Days/months						
	From				To			
		D	M	Y		D	M	Y
	7. Reason for Request:							
	8. Attach evidence where appropriate.							
	9. Have you ever been granted Leave Without Pay before?				<input type="checkbox"/> Yes		<input type="checkbox"/> No	
If YES, state period(s) for which Leave Without Pay was granted:		From:		To:				
		From:		To:				
		From:		To:				
		From:		To:				
Signature of Applicant					D	M	Y	

<u>PRINCIPAL</u>	FOR OFFICE USE						
	Application Received:						
		D	M	Y			
<u>MANAGING AUTHORITY</u>	Application Received:						
		D	M	Y			
	Application	<input type="checkbox"/> Recommended			<input type="checkbox"/> Not Recommended		
Signature of Managing Authority					D	M	Y
<u>TEACHING SERVICE COMMISSION</u>	Application Received:						
		D	M	Y			
	Application	<input type="checkbox"/> Approved			<input type="checkbox"/> Not Approved		
Signature					D	M	Y