

EDR 8

**MINISTRY OF EDUCATION
APPLICATION FOR:
URGENT PERSONAL AFFAIRS, COMPASSIONATE OR PATERNITY LEAVE
ED. RULES 77 (9), (13), (15), (16), (17) S.I. 87 of 2012**

Application form must be completed in **DUPLICATE** and submitted to the Managing Authority through the Principal, as soon as possible. When submitting this application, the applicant must clearly indicate the category under which the leave is being requested and provide satisfactory proof or certification as necessary. The number of days granted shall not exceed five (5) days.

In the case of Paternity Leave, a copy of birth registration certificate acknowledging paternity must be submitted no later than one month after returning to duty:

<i>Procedures:</i> 1. Submission of completed form to Principal. 2. Principal grants leave vide ER 77 (8) and forwards application to Managing Authority. 3. Managing Authority approves/disallows leave. 4. Managing Authority submits application to TSC Secretariat 5. Applicant & Principal notified in writing. 6. TSC Secretariat updates database records.	A. APPLICANT'S BIOGRAPHICAL DATA								
	1. LICENCE NUMBER								
	2. NAME		Last Name			First Name		Middle Name	
	3. PRESENT POST								
	4. SCHOOL								
	5. DISTRICT								
	6. MANAGING AUTHORITY								
	B. DETAILS OF LEAVE APPLICATION								
	7. Type of leave applied for (please ✓ tick)								
	<input type="checkbox"/>		Urgent Personal Affairs Leave (e.g. illness of a near relative, summons to court; other reason): Reason for leave:						
	<input type="checkbox"/>		Compassionate Leave (death of husband, wife, parent(s), sibling, child)						
	<input type="checkbox"/>		Paternity Leave						
	8. Number of day(s) applied for; not to exceed five (5) days								
	From					To			
		D	M	Y			D	M	Y
Signature of Applicant							D	M	Y

PRINCIPAL	FOR OFFICE USE						
	Application Received:						
			D	M	Y		
	Leave Granted:						
	<input type="checkbox"/>	Urgent Personal Affairs _____ days					
	<input type="checkbox"/>	Compassionate Leave _____ days					
	<input type="checkbox"/>	Application forwarded to Managing Authority					
	Applicant informed:						
					D	M	Y
	Signature				D	M	Y
MANAGING AUTHORITY	Application Received:						
			D	M	Y		
	Leave Granted:						
	<input type="checkbox"/>	Urgent Personal Affairs _____ days					
	<input type="checkbox"/>	Compassionate Leave _____ days					
	<input type="checkbox"/>	Paternity Leave _____ days					
	Birth Registration Certificate submitted						
					D	M	Y
	Application form returned to the Principal						
					D	M	Y
Copy forwarded to the TSC Secretariat							
				D	M	Y	
Signature				D	M	Y	

Teaching Service Commission Secretariat	Verification of Leave Granted:			
	<input type="checkbox"/>	Urgent Personal Affairs _____ days		
	<input type="checkbox"/>	Compassionate Leave _____ days		
	<input type="checkbox"/>	Paternity Leave _____ days		
	Birth Registration Certificate submitted			
			D	M
	Application form returned to Managing Authority with comments.			
			D	M
	Copy forwarded to the Principal and Applicant			
			D	M
Teaching Service Commission Secretariat	Signature		D	M
	Teacher records updated			
			D	M
			D	M
	Signature		D	M

MANAGING AUTHORITY COMMENTS:

TSC SECRETARIAT COMMENTS: