

APPENDIX 4

Application for Paid and Unpaid Leave not/on Grounds of Public Policy approved by the People Support & Wellbeing (PSW) Directorate

Date of request: _____

(applications should be made in conformity with PSMC provisions & Directive 8)

Director (People Support & Wellbeing)

Thro' Permanent Secretary _____

Thro' Director/Head of Department _____

SECTION 1: APPLICANT'S DETAILS

Surname _____

Name _____

Ministry/ _____
Entity

Department/ _____
Directorate

Grade/Position _____

I.D. Card No. _____

E-Mail Address _____

Office Tel. _____

SECTION 2: TYPE OF PAID LEAVE ON GROUNDS OF PUBLIC POLICY *(tick as appropriate)*

Leave for Development Work Abroad

Leave to take up Temporary Employment with EU Institutions, Bodies & Agencies

SECTION 3: TYPE OF UNPAID LEAVE ON GROUNDS OF PUBLIC POLICY *(tick as appropriate)*

Releases with Political Parties

Leave to take up Temporary Employment with EU Institutions, Bodies & Agencies

Period of Paid/ Unpaid Leave being requested: From _____ To _____

Document(s) supporting request enclosed with application Yes No

I, the undersigned, declare that the information and documentation submitted in this application is correct.

Signature: _____

Date: _____

For Official Use: Approved Not Approved *(if not approved please state reason)*

Signature: _____

Date: _____

Directors should take disciplinary action when officers fail to resume duty at the expiration of unpaid/paid leave.

The information supplied in this application form shall be used exclusively by the employing Ministry and the People & Standards Division for record keeping and verification purposes. Personal information provided on this application form is protected, and used in accordance with the provisions of the Data Protection Act.

Signature of Head of School

Signature of College Principal