

PARTICULARS OF APPLICATION FOR LEAVE
OF ABSENCE

1. Name of Applicant.
(Give Christian names).

.. .. .

2. Appointment.

.. .. .

3. Salary.

.. .. .

4. Date of first appointment, i.e., date on which
full salary in Colony began.

.. .. .

5. Period of Service.

.. .. .

6. Period of resident service.

.. .. .

7. Departmental leave granted since 1st January.

.. .. .

8. Leave already taken, giving dates. (Vacation leave
to be distinguished from half pay leave.)

.. .. .

9. Date of expiry of last leave.

.. .. .

10. Leave now applied for. (State whether on
full pay or half pay,)

.. .. .

From

To

(Both inclusive.)

On full pay.

On half pay.

11. On what grounds. (If on account of ill-health,
a medical certificate should be annexed.)

.. .. .

12. Date on which leave is to begin.

.. .. .

13. Where leave is to be spent.

.. .. .

14. Where salary is to be made payable.

.. .. .

15. What arrangement have been made for
performance of duties during absence.

.. .. .

Signature of Head of Department

Signature of Applicant