

APPLICATION FOR LEAVE/LEAVE PASSAGES

Section I. — (To be completed by ALL applicants)

Surname: <i>(print)</i>			First name			Other names		
Substantive post:				Ministry/department:				
Type of leave applied for: <input type="checkbox"/> vacation <input type="checkbox"/> maternity <input type="checkbox"/> study						No. of days for which eligible:		
Dates and periods of leave applied for:-								
Full pay leave			Half pay leave			No pay leave		
From	To	No. of days	From	To	No. of days	From	To	No. of days
Dates and periods of leave taken during the last four (4) years <i>(Include compulsory annual leave taken)</i>								
Full pay leave			Half pay leave			No pay leave		
From	To	No. of days	From	To	No. of days	From	To	No. of days
1.								
2.								
3.								
4.								
Salary earned during the last (4) years				Period of service				
Year 20	Year 20	Year 20	Present year	From	To	Years	Months	
Leave to be spent in Barbados: <input type="checkbox"/> yes <input type="checkbox"/> no in:								
Signature of applicant:							Date:	
Recommendation: <input type="checkbox"/> yes <input type="checkbox"/> no								
Signature: <div style="text-align: center;"><i>Permanent Secretary/Head of Department</i></div> <div style="text-align: right;"><i>Date</i></div>								

Section II. — (For leave passages only)

Passage arrangements:		Ship/Airline	Travel agents
Forwarding address:			Date of departure:
I resumed duty, after my last leave with passages paid, on Subject to the approval of my application, I desire paid passages for self, wife/husband who holds the post of in the Ministry/Department and () child/children age/ages* and I understand that I shall be required to fulfil certain obligations under the Civil Establishment (Leave Passages) Orders.			
Signature of applicant:			Date:

*State age of each child at end of leave.