

MINISTRY OF EDUCATION

TEACHER'S APPLICATION FOR LEAVE OF ABSENCE

VIDEEDUCATION CODE 1940 REGULATION 60

- NOTE:**
1. Paragraph 1 and 2 of this form must be filled up in the applicant's own handwriting.
 2. An application for special leave under Reg. 60 (4)(b) must reach the Ministry at least five weeks before the leave is due to begin. For leave of any other kind, with the exception of sick leave application should be made for approval to be given before the commencement of the leave:

1. PERSONAL PARTICULARS

Name of Applicant in full:

Certificate:

SEX: Male Female Age:..... Year/Month:.....

Present School:..... Present Position:.....

Date of Appointment to present position..... Monthly

Salary:..... Previous service in aided schools (give dates)

.....

.....

.....

2. PERIODS OF LEAVE ETC.

Leave of absence (not including manager's short leave) obtaining during the six years preceding this application:.....

.....

.....

Manager's leave obtained during the present school year.

(a) For urgent private affairs, a total of sessions

(b) For sick leave, a total of sessions

Departmental leave obtained during the present school year.

(a) For urgent private affairs, a total of sessions

(b) For sick leave, a total of sessions

Leave of absence during the term time now applied for:

From: TO:

Grounds of Application:

(If on medical grounds see also paragraph 4)

Where leave is to be taken:

Signature of Applicant: Date:

3. ARRANGEMENT FOR PERFORMANCE OF DUTIES

Name in full of acting teacher, sex, age, qualifications, experience and proposed emolument are to be set out in detail by the Headteacher and signed and dated by together with any remarks he desires to add.

NAME:

SEX:

AGE:

QUALIFICATIONS:

4. CERTIFICATE OF SCHOOL MANAGER

I recommend this application and consider the proposed arrangements for the discharge of duties satisfactory.

The necessary Medical certificate attached:

Manager:.....

School:.....

Date:.....

A Medical Certificate is required for sick leave in excess of three school days for the school.

5. LEAVE APPROVED

From: To:
.....

C.E.O

6. EXTENSION IF ANY

From: To:
.....

C.E.O