

COMMONWEALTH OF DOMINICA APPLICATION FOR LEAVE

FOR PERSONNEL
SERVICES
DEPARTMENT USE

TYPE OF LEAVE	Days Requested	Entitlement	Balance
Vacation			
Sick 1. With pay 2. Half pay 3. Without pay			
Departmental			
Maternity 1. With pay 2. Without pay			
Special 1. With pay 2. Half pay 3. Without pay			
Study 1. With pay 2. Without pay			
TRAVELLING TIME			
OTHER (specify below)			
		DATE RECORDED	

1. NAME: _____ 2. OFFICER'S CODE No. _____
3. MINISTRY/DEPARTMENT: _____
4. DIVISION: _____
5. POST: _____
6. ACTING:
7. ADDRESS ON LEAVE: _____

8. PERMANENT:
9. IF ACTING, IS REPLACEMENT REQUIRED: YES: NO:
10. ALLOWANCE CODE: _____
11. DATES LEAVE REQUESTED: FROM: _____ TO: _____
12. SIGNATURE OF APPLICANT: _____ DATE: _____
13. RECOMMENDED: _____ DATE: _____
14. APPROVED: _____ DATE: _____

PROCEDURES FOR USING THE APPLICATION FOR LEAVE

1. The application is to be submitted in duplicate with the applicant filling in:

NAME

CODE NUMBER

MINISTRY/DEPARTMENT

DIVISION

POST

ACTING OR PERMANENT

ADDRESS ON LEAVE

DATES LEAVE REQUESTED

SIGNATURE AND DATE

2. The ALLOWANCE CODE is to be left blank for office use.
3. The recommending authority will indicate whether a replacement will be required for an acting appointment, then sign and date both copies and forward them to the Personnel Services Department (PSD).
4. The PSD clerks will verify leave entitlement, stamp both copies, and return them to the ministry for approval. If the code number has been omitted, the PSD clerk will fill in the blank.
5. The approving authority will sign both copies, give the original to the applicant and return the second copy to the PSD.
6. PSD clerks will record the leave in the leave register, complete and forward the "Leave Authorization" form to the Accountant General and the Director of Audit, and put the copy of the leave form on the individual's personal file.