

Application for Vacation Leave

From Heads of Department (To be prepared in triplicate)



1. To: Permanent Secretary

I apply to take days from ____/____/20__ to ____/____/20__ both days included as part of my vacation leave of which I have already taken days during the current year.

Employee Information

Last Name

First Name

Middle Initial(s) Employee ID Number

Job Title

Department

Employee Signature: _____ Date: ____/____/20__

2. To: Deputy Director, Employment

Leave recommended in accordance with vacation roster. Yes No

Departmental arrangements will be made to cover for the period of leave.

A substitute is required to cover, please see attached recommendation.

Permanent Secretary _____ Date: ____/____/20__

3. To: Permanent Secretary, Public Administration

This Employee now has days available.

Leave is in order please approve.

Leave was not in order but has been amended as indicated.

Deputy Director, Employment _____ Date: ____/____/20__

4. To: Deputy Director Employment/Head of Department/Permanent Secretary

Leave approved Yes No

DD Employment, please take necessary action to satisfy the substitute requirement stated in section 2.

PS, Public Administration _____ Date: ____/____/20__

For HRI System Use Only

Received by: Signed _____ Date ____/____/20__

Entered in System Signed _____ Date ____/____/20__