Application for Vacation Leave

From Permanent Secretaries (To be prepared in triplicate)

1. **To: Minister/DD Employment**

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_____

(a) Leave request noted by Minister.

Signature of Minister _____ Date: _____/_____/20_____

2. **To: P.S. Public Administration/Hon. Deputy Governor**

☐ Leave is in order and recorded. ☐ Leave is not in order, but has been amended.

This Employee now ☐☐☐ hasdays available.

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

3. **To: Deputy Director, Employment**

☐ ☐ Leave is approved in accordance with vacation roster.

Please take necessary action to satisfy the substitute requirement.

_____ _____/_____/20____

For HRI System Use Only

Received _____ _____/_____/ 20_____
Signed Date

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