



STUDY LEAVE/DAY RELEASE

APPLICATION FORM

2013 /2014 ACADEMIC YEAR

This form is to be used by officers in the Central Government Service of Jamaica who are eligible for the grant of Study Leave or Day Release.

INSTRUCTIONS:

1. Read all instructions carefully before completing this form.
2. Answer all questions completely.
3. Applicants with less than three (3) years permanent service will not normally be considered for the grant of **Study Leave**.
4. Applicants (permanent and temporary) with less than (1) year continuous service will not normally be considered for **Day Release**.
5. Applications for full time study **MUST** be sent to this office no later than **March 29, 2013**.
6. Where letters of acceptance have been received, the original should be attached to the Application Forms.
7. Applicants who have **not yet** received letters of acceptance/transfer to full-time study are asked to forward the letters as soon as they are received. Failure to do so will delay the processing of the applications.
8. **All applications must have original signatures**. Old forms are **NOT** to be used.
9. The **DEADLINE** for study leave applications is March 29, 2013.
10. Applications for day release will be received throughout the academic year and must be submitted to the OSC at least one (1) month before the commencement of the course.

Name of Ministry/Department: _____

Official E-mail: _____

Date application was submitted by applicant *: _____

TYPE OF LEAVE BEING REQUESTED			
Study Leave	()	Day Release	()



*The date the application form was received in the Human Resource Division/Training Department must be inserted and endorsed with the entity's official stamp/seal.

Please type or print with ball point pen

1. PERSONAL DATA

Surname		First	Middle
Male <input type="checkbox"/>	<input type="text" value="Mr."/>	Date of Birth	Home Phone
Female <input type="checkbox"/>	<input type="text" value="Mrs."/>	(dd/mm/yy)	Mobile
	<input type="text" value="Miss"/>		Fax Number
E-mail			

Present Mailing Address

2. EMPLOYMENT DATA

Date of First Employment	Date of First Permanent Appointment
Substantive Post	Date of Appointment to Substantive Post

Give a brief description of your main duties

3. PREVIOUS APPLICATION FOR STUDY LEAVE OR DAY RELEASE

Have you previously applied for Study Leave or Day Release? If yes, state which one _____

Yes No

Was your application successful? If yes, answer the other questions in this section.
If no, move to section 4.

Yes No

- What course of study did you pursue? _____
- At what institution did you pursue the course? _____
- What was the duration of the leave granted? _____
- Did you complete the course? Yes No

If no, state reason _____

4. CURRENT/PROPOSED AREA OF STUDY

Name of programme you intend to pursue/are pursuing

Duration of programme _____ (years)

Full-time start and end date _____

Period of leave now required _____ (months and with effect from)

Vacation leave eligibility with effect from the date you intend to commence the programme _____

Name of Institution _____

Address/Location _____

LEVEL OF STUDY

Certificate ()
Diploma ()
Degree:
Other _____

A	S	C	()	M	A	()
B	A	()	M	B	A	()
B	S	()	M	P	h	()
M	S	()	P	h	D	()
D	B	A	()	E	d	()

INSITUTION STATUS

Acceptance letter must be submitted if available

Tick the relevant box

Accepted ()
Pending ()
Transfer to full time received
yes () no ()

Statement of Purpose	Outline your reasons for pursuing this course of study
<hr/> <hr/> <hr/>	

5. EDUCATIONAL BACKGROUND

List previously attended institutions starting with the most recent.

Name of University/College/School	From (mth/yr)	To (mth/yr)	Qualification obtained	Date received or expected

Finance	How do you intend to finance your studies?
<input type="checkbox"/> Self <input type="checkbox"/> Loan <input type="checkbox"/> Scholarship	
If scholarship, provide details of application _____ _____ _____	

6. STATEMENT BY APPLICANT

- To be completed by applicant for STUDY LEAVE:
 I declare that the information provided on this form is true and accurate. I understand that should my application be successful, I will be required to execute a loan agreement undertaking to resume duties in the Public Service (or as stipulated in the Agreement) for a specified period or to repay the amount stipulated in the Agreement.
 Signature _____ Date _____

- To be completed by applicant for DAY RELEASE
 I declare that that information provided on this form is true and accurate.
 Signature _____ Date _____

7. STATEMENT BY APPLICANT’S IMMEDIATE SUPERVISOR

Briefly comment on the applicant’s performance, suitability to undertake the proposed course of study and how the training is important to the applicant’s work/career goals.

Name of Supervisor _____ Post _____

Signature _____ Date _____

ENDORSED BY:

Name of Head of Division/Unit _____ Post _____

Signature _____ Date _____

8. STATEMENT BY PERMANENT SECRETARY/ HEAD OF DEPARTMENT

Will a replacement be needed to perform the duties of the officer who has been granted study leave or day release?

Yes

No

If no, please explain how the work of the Department will be carried out.

Will funds be available to meet the costs associated with the grant of study leave/day release?

Yes

No

Comment on how the proposed training will benefit the organization and /or the wider Service.

Is the application for study leave/day release supported?

Yes

No

Name: (please print in block capitals) _____

Permanent Secretary/Head of Department

Signature: _____

Post: _____

Date: _____

END NOTES

- a) Applicants must ensure that all information submitted is accurate and true. Where it is discovered that the information submitted is incorrect, or falsified, the study leave/day release granted may be revoked and the officer subjected to disciplinary procedures.
- b) Where the delivery mode of the programme has changed (e.g., from full time to part time), this **must** be reported to the Chief Personnel Officer immediately. Failure to do so may constitute a breach of the conditions of the study leave granted and the officer may be subjected to disciplinary measures.
- c) Applicants should consult the relevant sections of the Staff Orders of the Public Service (2004) which outline the Study Leave and Day Release provisions and where necessary seek clarification from their Human Resource Manager/Personnel Director or the Ministry of Finance and Planning (Public Service Establishment Division). Officers in receipt of a travelling allowance who intend to study overseas should direct their attention to Staff Order 11.6.2 (v).
- d) Applicants are directed to read Circular No 25 Ref. No. 59/40 dated September 15, 2005 and Circular No. Ref. 59/40 42 dated November 24, 2008 from the Ministry of Finance and Planning. These circulars outline the policy for the granting of increments for additional qualifications. (see www.mof.gov.jm)
- e) Applicants are to consult with the Ministry of Finance & Planning (Scholarships and Assistance Unit) for matters relating to the execution of a Loan/Bonding Agreement (where applicable).
- f) If the applicant has cancelled or deferred the programme he/she was pursuing, then the Chief Personnel Officer is to be informed in writing by the Ministry/Department.
- g) Applicants have a right to **appeal** the decision of the Permanent Secretary/Head of Department in the event that the Ministry/Department does not support their leave for study purposes. Appeals **MUST** be sent to the Public Service Commission (PSC) via the Chief Personnel Officer within fourteen (14) working days.

N.B. Where applicants have been denied study leave by the PSC, they may appeal to the PSC for a review of the decision made.

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