

DISTRIBUTION

Original to: Officer

Copy to Permanent Secretary of officer's Ministry or Province
 Personnel
 (Salaries) Ministry of Finance
 District Secretary or Head of Department

ZAMBIA PUBLIC SERVICE (LOCAL CONDITIONS)**APPLICATION FOR LEAVE AND LEAVE CERTIFICATE**

The original and four copies of this form are to be completed by the applicant and forwarded to his permanent Secretary through the District Secretary or Head of Department in accordance with General Order F 44.

PART A

Surname Other names

Personnel Division File No..... Nat Reg Card No

Ministry / Province Ministry File No

Department Rank

Division Salary K.....per annum

Date of return to duty after last leave (or date of appointment if leave not previously taken)

Date on which leave was last commuted

Date on which leave travel warrants was last received

I now apply to take Days (State type of leave now applied for; Ordinary,
 Special, Maternity etc – see Section F of the General Orders) the first of which is to be

And to commutedays making a total ofdays to be subtracted from my
 earned leave.

I also apply for a leave travel warrant for myself, my wife and children* aged

From To..... And return

Salary on leave to be paid * in the normal way / in advance up to the last day of the month proceeding my return
 from leave.

My address on leave will be.....

.....

Date

.....
 Signature of applicant

PART B

(To be completed by Head of Department)

Date.....

Signature

Designation

PART C

(To be completed by the Personnel Officer of the Officer's Ministry or province)

Qualifying service

Old days of qualifying service brought forward from previous application
for Leave and Leave Certificatedays

Qualifying service from date of return to duty after last leave to date of proposed LEAVE (See note (I))

From.....To in Division III.....Months Days

From.....To in Division IIMonths Days

From.....To in Division I.....Months Days

TOTAL (See note (I))

Equalscompleted months of qualifying service anddays of qualifying
service to carry forward. (see note ii)

Earned Leave

Earned leave brought forward from previous application for leave and leave certificate

=days

.....completed months in Division IIIdays per month =days

.....completed months in Division II ... days per month =days

.....completed months in Division I ... days per month =days

TOTAL LEAVE NOW DUEdays

Less leave now granteddays

Less days commuteddays

TOTALdays

Leave to be carried forwarddays

The officer is / is not* entitled to leave travel warrant for himself and his dependants as shown in PART A.

The officer may be granteddays travel time in each direction.

Date

Signature.....

Designation

PART D

(To be completed by the Permanent Secretary of the Officer's ministry or Province)

I here by certify that Mr. / Mrs. / Miss.....

(I) is now granteddaysLeave with pay

.....daysLeave with half pay

.....daysLeave without pay

A total ofdays' leave plusdays' additional travel leave under

General Orders F 47 commencing on20.....

(II) is to resume duty on20...

Date.....

.....

Permanent Secretary

Ministry / Province