

ZPS II FORM

DISTRIBUTION:

Original to
Copies to

Officer,
Permanent Secretary to Officer's Ministry of Province
Permanent Secretary, Personnel
Senior Finance Officer (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 the Permanent Secretary, through the District Secretary or Head of Department in accordance with the 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

Salary
Scale.....
.....

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

Date on which leave was last
commutated.....

Date on which leave travel warrant was last
received.....

I now apply to take.....days.....(State type of leave
now applied for

(ordinary, special, maternity. Etc. see Section F of General Orders) the first of which is to
be

.....and to commute.....days
making a total

of.....days to be deducted from my earned leave

I also apply for Travel Warrant for 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
proceeding my return leave.

My address on leave will
be.....

.....
.

Date.....

.....

Signature of applicant

PART B

(To be completed by Head of Department)

The foregoing application is forwarded and recommended. I certify that the details are correct.
The applicant is an established officer/serving on probation/serving on agreement.

Date:.....

Signature:

Designation:.....

PART C

(To be completed by the Personnel Officer of the Officer's Ministry or Province)
Qualifying Service

Odd days of qualifying service brought from previous Application for
..... days

Leave and Leave Certificate

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

II.....months.....days

From to in Division

I.....months.....days

TOTAL (*see* note (i))

Equals.....completed months of qualifying service
and days of
qualifying service to carry forward. (*see* not (i))

Earned leave

Earned leave brought forward from previous Application for leave and
Leave Certificate

= days

..... completed months in Division III @ days per month

= days

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

= days

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

= days

TOTAL LEAVE NOW

DUE days

Less leave now granted days }

Less days commuted days }

TOTAL days

forward Leave to be carried days

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

The officer may be granted days' travelling time in each direction

Date:.....20.....

Signature:.....

Designation.....

PART D

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

I hereby certify that
Mr/Mrs/Miss.....

(i) is now granted days' leave
with pay.

..... days' leave
with pay.

..... days' leave with
pay.

A total of.....days' leave plus..... days' additional travel
under

General Order F47 commencing on

(iii) is due to resume duty on

Date.....
.....

Permanent Secretary

Ministry Province

*Delete as inapplicable
Applicable to Division III officers only.

NOTES:

- (i) Qualifying service is the time spent on duty or when on full salary. Any other period of absence from duty does not count as qualifying service
- (ii) Each period of thirty odd days is reckoned as one complete month and is calculated at the leave earning rate as at the first day of the leave now applied.

INSTRUCTIONS TO OFFICERS

1. An officer must provide his Ministry with an address to which correspondence may be directed during his/her leave and will be held responsible for any inconvenience that may be caused through communications not reaching him/her promptly.
2. An officer who is taken ill so as to require medical attention either during or whilst on leave and remains ill for seven days or more, must report the fact to his/her Permanent Secretary and at the same time, forward a medical certificate from a registered medical practitioner stating the nature of the illness and if possible, its probable duration. Unless the instruction is complied with, an officer will not be entitled to any salary during any sick leave which it may be necessary to grant him/ her.
3. An officer on leave desiring either an extension of leave or a reduction in the duration in the period of leave must submit an application to his Permanent Secretary stating the grounds on which the extension is required.
4. An officer who is having been granted leave, fails to return to duty at the proper time, is liable to summary dismissal.
5. An officer on leave may be required to undertake any courses of instruction and to discharge any duty during his/her leave and will not be entitled to any additional recommendation in consequence of such employment. An allowance may, however, be

granted to cover necessary out-of-pocket expenses and extension of leave may be granted where appropriate.

6. An officer on leave may not accept any paid obtaining the sanction of the Permanent Secretary, Personnel.
7. Existing arrangements for the present salary will automatically apply unless the officer elects to leave salary in advance.
8. In the case of the officers serving in Division I or Division II advances of salary will be paid the Salaries Section. Ministry of Finance in the case of the officers serving in Division III advances of salary will be paid by the officer's Ministry or Province.