



STUDY LEAVE/DAY RELEASE

APPLICATION FORM

2019/2020 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/NOTES:

1. The form may be completed manually or electronically and printed for signatures and official seal.
2. Read all instructions carefully before completing this form.
3. Answer all questions completely by filling in the blank spaces provided and ticking the appropriate boxes.
4. Study Leave will not be granted to pursue online courses.
5. Applicants with less than three (3) years' permanent service will not normally be considered for the grant of **Study Leave**.
6. Applications for full-time Study Leave **MUST** be received in this office no later than **Friday, March 29, 2019**.
7. Applicants (permanent and temporary) with less than one (1) year's continuous service will not normally be considered for **Day Release**.
8. Applications for **Day Release** will be received throughout the academic year and must be submitted to the Office of the Services Commissions at least one (1) month before the commencement of the course.
9. Where letters of acceptance have been received, the originals or certified copies should be attached to the Application Form.
10. 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.
11. All application forms **must** have original signatures. Old application forms are **NOT** to be used and will not be accepted.

TO BE COMPLETED BY HR

Name of Ministry/Department _____

Telephone Number of Ministry/Department _____

Official e-mail address _____

Date application was submitted by applicant to HR _____

Name _____

Signature _____ Organisation's Official Seal _____

INDICATE TYPE OF LEAVE BEING REQUESTED

Study Leave

Day Release

*The **DEADLINE** for Study Leave Applications is
Friday, March 29, 2019.*

PLEASE TYPE, OR PRINT WITH BALLPOINT PEN (BLACK/BLUE INK)

1. PERSONAL DATA																											
Surname	First	Middle																									
Marital Status: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/>	Date of Birth (dd/mm/yy)	Home Phone Fax Number	Mobile 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 _____ <input type="checkbox"/> Yes <input type="checkbox"/> No																											
Was your application successful? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, answer the other questions in this section. If no, move to section 4.																											
<ul style="list-style-type: none"> What course of study did you pursue? _____ At which institution did you pursue the course? _____ What was the duration of the leave granted? _____ Did you complete the course? <input type="checkbox"/> Yes <input type="checkbox"/> No 																											
If no, state reason _____																											
4. CURRENT/PROPOSED AREA OF STUDY (Compulsory Completion)																											
Name of programme you intend to pursue/are pursuing _____ Name of Institution _____ Address/Location _____		LEVEL OF STUDY Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td colspan="4" style="text-align: center; padding: 2px;">Degree:</td> </tr> <tr> <td style="padding: 2px;">ASc</td> <td style="width: 20px;"></td> <td style="padding: 2px;">MA</td> <td style="width: 20px;"></td> </tr> <tr> <td style="padding: 2px;">BSc</td> <td></td> <td style="padding: 2px;">MBA</td> <td></td> </tr> <tr> <td style="padding: 2px;">BA</td> <td></td> <td style="padding: 2px;">MSc</td> <td></td> </tr> <tr> <td style="padding: 2px;">BBA</td> <td></td> <td style="padding: 2px;">MPhil</td> <td></td> </tr> <tr> <td style="padding: 2px;">PhD</td> <td></td> <td style="padding: 2px;">DBA</td> <td></td> </tr> </table> Other _____		Degree:				ASc		MA		BSc		MBA		BA		MSc		BBA		MPhil		PhD		DBA	
Degree:																											
ASc		MA																									
BSc		MBA																									
BA		MSc																									
BBA		MPhil																									
PhD		DBA																									
Indicate: Is the programme accredited by the UCJ* <input type="checkbox"/> or other body? <input type="checkbox"/> Indicate: Is the institution registered by the UCJ <input type="checkbox"/> or other body? <input type="checkbox"/> Please submit the requisite proof regarding accreditation and registration. *University Council of Jamaica		INSTITUTION STATUS Acceptance letter must be submitted if available Accepted <input type="checkbox"/> Pending <input type="checkbox"/> Transfer letter to full-time received Yes <input type="checkbox"/> No <input type="checkbox"/>																									
Duration of programme _____ (months/years)		Start and end date of Programme _____ (Full-Time/Part-Time)																									
Period of leave now required _____ (months and with effect from)																											
Vacation Leave eligibility with effect from the date you intend to commence the programme _____		Yes <input type="checkbox"/> No <input type="checkbox"/>																									

Statement of Purpose

Outline your reason(s) for pursuing this course of study

5. EDUCATIONAL BACKGROUND

List previously attended institutions starting with the most recent

Name of University/College/School	From (mm/yy)	To (mm/yy)	Qualification obtained	Date received or expected (dd/mm/yy)

Financing

How do you intend to finance your studies?

Self

Loan

Scholarship

If scholarship, provide details of application:

6. STATEMENT BY APPLICANT(a) 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 for a specified period or to repay the amount stipulated in the Agreement.

Signature _____ Date _____

OR(b) To be completed by applicant for **DAY RELEASE:**

I declare the 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 immediate Supervisor _____ Signature _____

Post _____ Date _____

Has the officer had any disciplinary procedure instituted against him/her in the last year? Yes No

If yes, please specify the outcome:

ENDORSED: Yes No

Name of Head of Division/ Unit _____ Signature _____

Post _____ Date _____

SECTION 8 TO BE COMPLETED BY HEAD OF MINISTRY/DEPARTMENT

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 Division/Unit will be carried out.

Will funds be available to meet the costs associated with the grant of Study Leave on a full-time basis?

- Yes
 No

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

Is the application for Study Leave/Day Release supported by the Permanent Secretary/Head of Department?

- Yes
 No

Name _____
(Please print in block capitals)

Signature _____

Post _____

Date _____

IMPORTANT!!!

- a) **STUDY LEAVE WILL NOT BE GRANTED TO PURSUE ONLINE COURSES.**
- b) 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.
- c) 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.
- d) Applicants should consult the relevant sections of the Staff Orders for 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 the Public Service (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).
- e) Applicants are to consult with the Ministry of Finance and the Public Service (Scholarships and Assistance Unit) for matters relating to the execution of a Loan/Bonding Agreement (where applicable).
- f) Applicants are directed to read Circular No. 25 Ref. No. 59/40 dated September 15, 2005 and Circular No. 42 Ref. No. 59/40 dated November 24, 2008 from the Ministry of Finance and the Public Service.

These circulars outline the policy for the granting of increments for additional qualifications. (see www.mof.gov.jm).
- g) 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.
- h) 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 application for Study Leave. Appeals **MUST** be sent to the Public Service Commission (PSC) via the Chief Personnel Officer within fourteen (14) working days of communication of the decision.
- i) Where applicants have been denied Study Leave by the PSC, they may write to the PSC requesting that the decision made be reconsidered.

Deadline for Study Leave Applications is Friday, March 29, 2019