



# STUDY LEAVE/DAY RELEASE

## APPLICATION FORM 2018/ 2019 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. Study Leave will not be granted to pursue on-line courses.
4. Applicants with less than three (3) years' permanent service will not normally be considered for the grant of **Study Leave**.
5. Applications for full time Study Leave **MUST** be received in this office no later than **March 30, 2018**.
6. Applicants (permanent and temporary) with less than one (1) year's continuous service will not normally be considered for **Day Release**.
7. 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.
8. Where letters of acceptance have been received, the originals or certified copies should be attached to the Application Form.
9. 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.
10. **All application forms must have original signatures.** Old forms are **NOT** to be used.

Name of Ministry/Department \_\_\_\_\_

Telephone Number of Ministry/Department \_\_\_\_\_

Official E-mail \_\_\_\_\_

Date application was submitted by applicant \* \_\_\_\_\_

INDICATE TYPE OF LEAVE BEING REQUESTED	Study Leave		Day Release	
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\* 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.

***The DEADLINE for Study Leave Applications is March 30, 2018.***

**PLEASE TYPE, OR PRINT WITH BALL POINT PEN (BLACK/BLUE INK)**

### 1. PERSONAL DATA

Surname	First	Middle
<input type="checkbox"/> Mr. <input type="checkbox"/> <input type="checkbox"/> Mrs. <input type="checkbox"/> <input type="checkbox"/> Miss <input type="checkbox"/>	Date of Birth (dd/mm/yy)	Home Phone  Mobile
		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.  
 Yes  No **If no, move to section 4.**

- 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?  Yes  No

If no, state reason \_\_\_\_\_

### 4. CURRENT/PROPOSED AREA OF STUDY (Compulsory Completion)

Name of programme you intend to pursue/are pursuing  <hr/> Name of Institution _____  Address/Location _____	<p><b>LEVEL OF STUDY</b></p> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/> Degree: <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 25%;">ASc</td> <td style="width: 25%;">MA</td> <td style="width: 25%;"></td> <td style="width: 25%;"></td> </tr> <tr> <td>BSc</td> <td>MBA</td> <td></td> <td></td> </tr> <tr> <td>BA</td> <td>MSc</td> <td></td> <td></td> </tr> <tr> <td>BBA</td> <td>MPhil</td> <td></td> <td></td> </tr> <tr> <td>PhD</td> <td>DBA</td> <td></td> <td></td> </tr> </table> Other _____	ASc	MA			BSc	MBA			BA	MSc			BBA	MPhil			PhD	DBA		
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 <p style="text-align: center;">* University Council of Jamaica</p>	<p><b>INSTITUTION STATUS</b></p> Acceptance letter must be submitted if available <b>Tick the relevant box</b> Accepted ( ) Pending ( ) Transfer letter to full time received Yes( ) No( )																				
Duration of programme _____ (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 _____																				

<b>Statement of Purpose</b>	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

<b>Finance</b>	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**

(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 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 Immediate Supervisor \_\_\_\_\_ Post \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

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

If yes, please specify the outcome: \_\_\_\_\_

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**ENDORSED:**  Yes  No

Name of Head of Division/Unit \_\_\_\_\_ Post \_\_\_\_\_

Signature \_\_\_\_\_ 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.

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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 organization and /or the wider Service.

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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 ON-LINE 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](http://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 March 30, 2018***