



# STUDY LEAVE/DAY RELEASE

## APPLICATION FORM

### 2026/2027 ACADEMIC YEAR

This Application 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 Application 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/Day Release will **ONLY** be granted to pursue full-time online courses in keeping with the provisions of Office of the Services Commissions' Circular No. 213 dated August 28, 2020.
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 **Tuesday, March 31, 2026**.
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 must 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 \_\_\_\_\_

Full Name \_\_\_\_\_

Signature \_\_\_\_\_ Organisation's Official Seal/Stamp \_\_\_\_\_

**INDICATE TYPE OF LEAVE BEING REQUESTED**

**Study Leave**

**Day Release**

***The DEADLINE for Study Leave Applications is  
Tuesday, March 31, 2026.***

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

## 1. PERSONAL DATA

Last Name	First Name	Middle Name	
Title: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr. <input type="checkbox"/> Miss <input type="checkbox"/>		Date of Birth (dd/mm/yy)  Home Telephone Number  Other	Mobile Number
			E-mail Address
Current 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?

Yes  No If yes, answer the other questions in this section.  
**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/>	<b>LEVEL OF STUDY</b>		
Name of Institution  <hr/>	Certificate <input type="checkbox"/>		
Address/Location  <hr/>	Diploma <input type="checkbox"/>		
The programme is accredited by the UCJ* <input type="checkbox"/> or other body? <input type="checkbox"/>	 		
The institution is registered by the UCJ* <input type="checkbox"/> or other body? <input type="checkbox"/>	 		
Please state other body <hr/>	 		
*University Council of Jamaica			
Duration of Programme <hr/> (months/years)	<b>INSTITUTION STATUS</b>		
Start and end date of Programme <hr/> (Full-Time/Part-Time)	Acceptance letter must be submitted if available		
Period of leave now required <hr/> (months and with effect from)	 		
Vacation Leave eligibility (verified by HR) with effect from the date you intend to commence the programme <hr/>	Accepted <input type="checkbox"/>		
Pending <input type="checkbox"/>			
Transfer letter to full-time received			
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 PERMANENT SECRETARY/HEAD OF 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 only be granted to pursue online courses as stipulated by the OSC Circular No. 213, dated August 28, 2020.**
- 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 Director/Manager or the Ministry of Finance and the Public Service (Strategic Human Resource Management Division).
- e) Applicants are to consult with the Ministry of Finance and the Public Service (Strategic Workforce Planning and Improvement Branch) 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 immediately in writing by the Ministry/Department if applicable, and approval must be granted by the Public Service Commission .

***Deadline for Study Leave Applications is Tuesday, March 31, 2026.***