



# STUDY LEAVE/DAY RELEASE

## APPLICATION FORM

2020/2021 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 **Tuesday, March 31, 2020**.
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/Stamp \_\_\_\_\_

INDICATE TYPE OF LEAVE BEING REQUESTED

Study Leave

Day Release

*The **DEADLINE** for Study Leave Applications is  
Tuesday, March 31, 2020.*

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

<b>1. PERSONAL DATA</b>																											
Last Name	First Name	Middle Name																									
Marital Status: Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/>	Date of Birth (dd/mm/yy)	Home Telephone Number	Mobile Number																								
		Fax Number	E-mail Address																								
Present Mailing Address																											
<b>2. EMPLOYMENT DATA</b>																											
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																											
<b>3. PREVIOUS APPLICATION FOR STUDY LEAVE OR DAY RELEASE</b>																											
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. <b>If no, move to section 4.</b>																											
<ul style="list-style-type: none"> <li>What course of study did you pursue? _____</li> <li>At which institution did you pursue the course? _____</li> <li>What was the duration of the leave granted? _____</li> <li>Did you complete the course? _____</li> </ul>																											
<input type="checkbox"/> Yes <input type="checkbox"/> No																											
If no, state reason _____																											
<b>4. CURRENT/PROPOSED AREA OF STUDY (Compulsory Completion)</b>																											
Name of programme you intend to pursue/are pursuing		<b>LEVEL OF STUDY</b>																									
Name of Institution _____		Certificate <input type="checkbox"/>																									
Address/Location _____		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"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="4" style="text-align: left; padding: 2px;">Degree:</th> </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>		Degree:				ASc		MA		BSc		MBA		BA		MSc		BBA		MPhil		PhD		DBA	
Degree:																											
ASc		MA																									
BSc		MBA																									
BA		MSc																									
BBA		MPhil																									
PhD		DBA																									
*University Council of Jamaica		Other _____																									
Duration of Programme _____ (months/years)		<b>INSTITUTION STATUS</b>																									
Start and end date of Programme _____ (Full-Time/Part-Time)		Acceptance letter must be submitted if available																									
Period of leave now required _____ (months and with effect from)		Accepted <input type="checkbox"/>																									
Vacation Leave eligibility with effect from the date you intend to commence the programme _____		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 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](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 Tuesday, March 31, 2020***