



# STUDY LEAVE/DAY RELEASE

## APPLICATION FORM

2023/2024 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/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 **Friday, March 31, 2023**.
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 \_\_\_\_\_

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  
Friday, March 31, 2023.*

PLEASE TYPE, OR PRINT WITH BALLPOINT 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	
				Mobile Number	
				Fax Number	
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? \_\_\_\_\_

☐ 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 _____		<b>LEVEL OF STUDY</b> Certificate <input type="checkbox"/> Diploma <input type="checkbox"/>																									
Name of Institution _____		<table><tr><td colspan="4">Degree:</td></tr><tr><td>ASc</td><td></td><td>MA</td><td></td></tr><tr><td>BSc</td><td></td><td>MBA</td><td></td></tr><tr><td>BA</td><td></td><td>MSc</td><td></td></tr><tr><td>BBA</td><td></td><td>MPhil</td><td></td></tr><tr><td>PhD</td><td></td><td>DBA</td><td></td></tr></table>		Degree:				ASc		MA		BSc		MBA		BA		MSc		BBA		MPhil		PhD		DBA	
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ASc				MA																							
BSc				MBA																							
BA				MSc																							
BBA		MPhil																									
PhD		DBA																									
Address/Location _____																											
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"/>																											
*University Council of Jamaica																											
Duration of Programme _____ (months/years)		<b>INSTITUTION STATUS</b> Acceptance letter must be submitted if available																									
Start and end date of Programme _____ (Full-Time/Part-Time)		Accepted <input type="checkbox"/>																									
Period of leave now required _____ (months and with effect from)		Pending <input type="checkbox"/>																									
Vacation Leave eligibility with effect from the date you intend to commence the programme _____		Transfer letter to full-time received Yes <input type="checkbox"/> No <input type="checkbox"/>																									

<b>Statement of Purpose</b>	Outline your reason(s) for pursuing this course of study																									
<b>5. EDUCATIONAL BACKGROUND</b>																										
List previously attended institutions starting with the most recent																										
<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <th style="width: 40%;">Name of University/College/School</th> <th style="width: 10%;">From (mm/yy)</th> <th style="width: 10%;">To (mm/yy)</th> <th style="width: 20%;">Qualification obtained</th> <th style="width: 20%;">Date received or expected (dd/mm/yy)</th> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </table>		Name of University/College/School	From (mm/yy)	To (mm/yy)	Qualification obtained	Date received or expected (dd/mm/yy)																				
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<b>6. STATEMENT BY APPLICANT</b>																										
<p>(a) To be completed by applicant for <b><u>STUDY LEAVE:</u></b></p> <p>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 <b><u>execute a Loan Agreement</u></b> undertaking, to resume duties in the Public Service for a specified period or to repay the amount stipulated in the Agreement.</p> <p style="text-align: center;">             Signature _____ Date _____  <b><u>OR</u></b> </p> <p>(b) To be completed by applicant for <b><u>DAY RELEASE:</u></b></p> <p>I declare the information provided on this form is true and accurate.</p> <p style="text-align: center;">             Signature _____ Date _____           </p>																										
<b>7. STATEMENT BY APPLICANT'S IMMEDIATE SUPERVISOR</b>																										
<p>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.</p>          																										
<p>Name of immediate Supervisor _____ Signature _____</p> <p>Post _____ Date _____</p> <p>Has the officer had any disciplinary procedure instituted against him/her in the last year?    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>If yes, please specify the outcome: _____</p>																										
<p><b>ENDORSED:</b>    <input type="checkbox"/> Yes    <input type="checkbox"/> No</p> <p>Name of Head of Division/ Unit _____ Signature _____</p> <p>Post _____ Date _____</p>																										

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?  <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div>If no, please explain how the work of the Division/Unit will be carried out.</div>
Will funds be available to meet the costs associated with the grant of Study Leave on a full-time basis?  <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div>Comment on how the proposed training will benefit the organisation and /or the wider Service.</div>
Is the application for Study Leave/Day Release supported by the Permanent Secretary/Head of Department?  <div><input type="checkbox"/> Yes <input type="checkbox"/> No</div>	<div>Name _____ (Please print in block capitals)  Signature _____  Post _____  Date _____</div>

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 Manager/Personnel Director or the Ministry of Finance and the Public Service (Strategic Human Resource Management 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) 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.
- g) 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 ten (10) working days of communication of the decision.
- h) 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 31, 2023.