

# SAINT LUCIA

## APPLICATION FOR VACATION LEAVE

Ministry/Department .....

Name .....

Grade ..... Annual Leave eligibility.....

Date of first appointment in the Public Service..... Present Salary .....

Number of days applied for.....from .....

to .....both days inclusive

Where leave is to be spent.....

### PREVIOUS ABSENCES during the past 4 years (excluding Sick Leave)

VACATION OR CASUAL LEAVE			OTHER LEAVE				GROUND OF APPLICATION:
No. of Days	From	To	Type	No. of Days	From	To	(a) Service (b) Illness (c) Urgent Private Affairs

Date .....Signature .....

Recommended

Date ..... Head of Department .....

Approved

Date .....Personnel Division .....

Balance of vacation leave due.....days