

SAINT LUCIA

Application for Vacation Leave
(25 days and above)

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 FOR 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