

# ANTIGUA AND BARBUDA

## APPLICATION FOR VACATION LEAVE NON-ESTABLISHED

1. I apply to take.....days from.....to  
.....,both days included as part of my vacation  
leave, of which I have already taken.....days during the current year.

2. I propose to spend a part or the whole of my vacation leave outside of Antigua and  
Barbuda and my address will be:—

.....  
.....  
.....

(Signature).....

(Post or Class).....

(Division).....

(Dated).....20.....

3. To Permanent Secretary.

Leave recommended.

The Following arrangements are proposed for the performance of

.....'s duties during his/her absence.

.....

.....  
(Head of Division)

.....20.....

4. Examined:

.....  
(Assistant Secretary)

.....20.....

5. Approved:

.....  
(Permanent Secretary)

.....20.....

6. To Head of Division  
Return for Record

.....  
(Permanent Secretary)

.....20.....