

ANTIGUA AND BARBUDA

APPLICATION FOR VACATION LEAVE

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 leave outside of Antigua and Barbuda and my address/es while on leave will be:-

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

(Signature)
(Post or Class)
(Division).....
(Date).....20.....

3. To Permanent Secretary.
Leave recommended.

** The following arrangements are proposed for the performance of.....
.....'s duties during his absence,

.....
.....
.....
(Head of Division)
.....20.....

4. Examined
Permanent Secretary and Chief Establishment Officer
.....20.....

5. Leave approved
Permanent Secretary and Chief Establishment Officer
.....20.....

6. Noted in Leave Record
Permanent Secretary and Chief Establishment Officer

7. To Head of Division
To Permanent Secretary20.....

Returned for record.
Permanent Secretary and Chief Establishment Officer

* To be deleted if not applicable.
**If the employment of a substitute is recommended, this must form the subject of separate communication.