

HOUSES OF PARLIAMENT

APPLICATION FOR VACATION LEAVE

TO: CLERK TO THE HOUSES

THRO':

FROM:

SUBSTANTIVE POST

I hereby apply for() days Vacation Leave during the period
..... to

Permission is also sought to proceed abroad? YES NO

Grant of Passage concession sought? YES NO

Overseas address and telephone number while on leave.....

Signature of Applicant:..... Date.....

Leave recommended YES NO

Signature of Supervisor..... Date.....

Suggested Acting arrangement, if any,.....

Leave eligibility() days as at

Signature of Leave Officer..... Date.....

Leave approved YES NO

Remarks:.....

Clerk to the Houses:..... Date.....

NB A minimum of 30 days notice is required in respect of application for Vacation Leave**