

MINISTRY OF EDUCATION
Application for Sabbatical Leave

1. (a) NAME:
SCHOOL:
POSITION: DISTRICT:
DATE OF BIRTH:
DATE OF ENTRY INTO TEACHING SERVICE:
PERIOD DESIRED: FROM: TO:

2. (a) PURPOSE OF LEAVE:
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(b) INSTITUTION AT WHICH SABBATICAL LEAVE WILL BE UNDERTAKEN
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(c) AT WHICH STAGE OF THE PROGRAMME ARE YOU CURRENTLY?
(Please provide documentary evidence).
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(d) HOW WILL THE PROGRAMME BE FUNDED? (Please provide documentary evidence). Please refer to No. 2 (b) (iv) of the Sabbatical Leave Guidelines.

(e) A BRIEF STATEMENT ON HOW THIS PROGRAMME WOULD BENEFIT YOU, THE SCHOOL AND THE EDUCATION SYSTEM.
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3. PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE ATTACHED BY PLACING A TICK AFTER EACH IN THE BOXES PROVIDED

PROPOSAL

CURRICULUM

LETTER OF ACCEPTANCE FROM INSTITUTION ALONG WITH EVIDENCE INDICATING CURRENT STAGE OF PROGRAMME

PROOF OF FUNDING

SIGNATURE OF APPLICANT: DATE:

FOR OFFICIAL USE ONLY

4. RECOMMENDATION OF PRINCIPAL/SCHOOL SUPERVISOR

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- ✦ If application is a teacher-only the principal's comments are required, and the application should be forwarded directly to the Benefits Administration section.
- ✦ If applicant is a Vice Principal the Principal's and School Supervisor III's comments are required and the application should be forwarded directly to the Benefits Administration Section
- ✦ If applicant is a Principal the School Supervisor III's comments are required and the application should be forwarded directly to the Benefits Administration Section.

Please Note:

- 1) Applicants are expected to read the attached Guidelines for the Grant of Sabbatical Leave before applying.
- 2) Please note that Principals/School Supervisors are to ensure that forms are correctly filled out.