

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:

.....

.....

(b) INSTITUTION AT WHICH SABBATICAL LEAVE WILL BE UNDERTAKEN

.....

(c) AT WHICH STAGE OF THE PROGRAM ARE YOU CURRENTLY IN?
(Please provide documentary evidence).

.....

(d) HOW WILL THE PROGRAM 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.

.....

.....

.....

3. PLEASE ENSURE THE FOLLOWING DOCUMENTS ARE ATTACHED BY PLACING A TICK AFTER EACH ITEM IN THE BOXES PROVIDED.

- PROPOSAL
- CURRICULUM VITAE
- LETTER OF ACCEPTANCE FROM INSTITUTION ALONG WITH EVIDENCE INDICATING CURRENT STAGE OF PROGRAM
- PROOF OF FUNDING

SIGNATURE OF APPLICANT: DATE:

FOR OFFICAL USE ONLY

4. RECOMMENDATION OF PRINCIPAL/SCHOOL SUPERVISOR.

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

- ❖ If applicant is a teacher—only the Principal’s comments are required, and application should be forwarded **directly** to the **Benefits Administration Section**

- ❖ If applicant is a Vice Principal—the Principal and School Supervisor III comments are required and application should be forwarded **directly** to the **Benefits Administration Section**

- ❖ If applicant is a Principal—the School Supervisor III comments are required and 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.**