

# APPLICATION FOR MANPOWER DEVELOPMENT LEAVE

## NOTES

1. An amended leave form must be clearly marked 'AMENDED/CANCELLED. ORIGINAL DATES WERE.....TO.....
2. Original to Paymaster, Salary Services Bureau, P. O. Box CY507, Causeway
3. Authority for local courses and short courses outside the country for less than 3 months shall be granted by the Head of Ministry.
4. Submission of these forms to Salary Services Bureau should be accompanied by written authority for manpower development leave stating when the Commission has approved/cancelled/amended the manpower development leave.

1. Surname	2. First Name		
3. Dpt/Station Code	4. Ministry/Department	5. Station	
APPLICANT TO COMPLETE BELOW: EMPLOYEE CODE NUMBER AND CHECK DIGIT AND PERIOD OF LEAVE ONLY. IF E.C NO. AND/OR CHECK DIGIT ARE INCORRECT FORM WILL BE REJECTED			

TYPE	SECTION	SUBSECTION	EMPLOYEE CODE NUMBER	C/D	+/-	O.P.
<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>
TYPE OF LEAVE		(Enter dates as a 6 Digit e.g. 24 November 1979 = 211179)				
MANPOWER DEVELOPMENT		FROM	TO	DAYS		
WITH PAY/ WITHOUT PAY		<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	<div style="border: 1px solid black; width: 20px; height: 20px;"></div>	<div style="display: flex; justify-content: space-between;"> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> <div style="border: 1px solid black; width: 20px; height: 20px;"></div> </div>	
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Address whilst on leave.....

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Recommendations from the Ministry/ Department	Signature of applicant  .....  Date.....	<b>Head of department</b> Recommended/Not Recommended  Name.....  Signature.....  Date.....	<b>Director Human Resources</b> Recommended/ Not Recommended  Name.....  Signature.....  Date.....	<b>Head of Ministry</b> Approved/Not approved  <i>(For Local courses and Foreign Courses not exceeding 3 months)</i>  Name.....  Signature.....  Date.....
Approval by the Public Service Commission.  <i>(For Doctoral &amp; all Courses exceeding 3 months outside Zimbabwe)</i>	Approved/Not Approved  Name.....  Signature.....  Date.....		Designation  .....	