

APPLICATION FOR LEAVE

PART A

Department.....

To be completed by applicants.

USE BLOCK LETTERS.

Tick squares where applicable.

Surname	Given Names	File Number
Designation	Branch/School	Location

Type of Leave

Section 97

Recreation

Stand-Down

Local

Other-Give Details:-

Travel Details	Departure	Date	Mode of travel	Name of Company
	Returning	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Local staff Only

Do you require a fare? Yes No (See the other side of this form for an explanation of your entitlement.)

Leave to be spent in (State/Subdistrict and District)

Leave Address for Mail

If you are eligible for Travel Warrants, list members of family accompanying you.

Full name	Date of birth	Full name	Date of birth

I declare that the statements made in this application are correct and that my home state/District/Subdistrict/my wife's home Subdistrict/District for leave purposes is

Date.....

Signature of Applicant.....

OFFICER IN CHARGE Recommended/Not Recommended

If not recommended forward report

Relief arrangements.....

Is travelling time required Yes

If yes attach report showing full details

Signature.....

BRANCH HEAD Recommended/Not Recommended

P.S.B. DELEGATE/AUTHORISED OFFICER

Eligible for Warrant Yes No

Signature.....

Date.....

Signature.....

Date.....

PART B to be completed by an Overseas Officer who intends to return to Papua new Guinea

FOR THE ATTENTION OF THE MIGRATION OFFICER PORT MORESBY

Surname and Initials	Postal Address
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(a) If you, your family and dependants have Re-entry Permit Booklet(s) that are endorsed for the period covering your leave and contain the names and dates of birth of all your dependants, RETAIN YOUR BOOKLET(S) and indicate below.

(b) If you have been issued with Re-entry Permit Booklet(s) or your Booklet(s) has been lost, or needs re-endorsing or names of dependants added, indicate below.

- | | | | | |
|----------------------|-----------------------------|-----------------------|----------------------------------|--|
| (i) Booklet Retained | (ii) No Previous Booklet(s) | (iii) Booklet(s) Lost | (iv) Endores Attached Booklet(s) | (v) Add Dependant To Attached Booklet(s) |
|----------------------|-----------------------------|-----------------------|----------------------------------|--|

If (ii), (iii), (iv) or (v) applies enter details below

Full name	Date of birth	Full name	Date of birth

LOCAL OFFICERS' FARES

N.B. - These provisions commence on 1 January, 1972.

Public Service Regulation 46 provides that a local officer (or employee other than a married woman) may have his fare paid to his home subdistrict for recreation leave if he had worked in the Public Service outside his home subdistrict for at least two years. For complete details you should refer to Regulation 46, or ask your officer-in-charge to explain to you.

Regulation 46, among other things, says that before a person may be given a fare, he must pay to the Administration-

- K10.00 if his gross pay is K999 or less
- K20.00 if his gross pay is between K1,000 and K2,999
- K30.00 if his gross pay is K3,000 or more

If you are eligible for a leave fare, and you wish to have your fares paid, you should pay the correct amount to the nearest cash office and obtain an official receipt. The official receipt should be attached to this application. If you do not attach the official receipt you will not be given a leave fare.

STAFF CLERK	WORK SPACE																					
<p style="text-align: center;"><u>Entitlement</u></p> <p>Commenced Duty...../...../.....</p> <p>L.W.O.P. Taken.....Days</p> <p>Starts Leave on...../...../.....</p> <p>Service for Leave purposes:-</p> <p style="padding-left: 40px;">.....Months.....Weeks</p> <p>Recreation leave Due-</p> <p>©(Weeks) @ 1 day =Days</p> <p>(e)(Months) @ 1 <u> </u> days =Days</p> <p style="padding-left: 40px;">2</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%;"></td> <td style="width: 10%; text-align: right;">Sub -Total</td> <td style="width: 60%;">.....Days</td> </tr> <tr> <td style="padding-left: 20px;">Less Debits</td> <td style="text-align: right;">-</td> <td>.....Days</td> </tr> <tr> <td></td> <td style="text-align: right;">Sub-Total</td> <td>.....Days</td> </tr> <tr> <td style="padding-left: 20px;">Plus Credits</td> <td style="text-align: right;">+</td> <td>.....Days</td> </tr> <tr> <td style="padding-left: 20px;">Plus Public Holidays</td> <td style="text-align: right;">+</td> <td>.....Days</td> </tr> <tr> <td style="padding-left: 20px;">Plus Travelling Time</td> <td style="text-align: right;">+</td> <td>.....Days</td> </tr> <tr> <td></td> <td style="text-align: right;">Total Leave:</td> <td>.....Days</td> </tr> </table> <p>Leave period from/...../..... To/...../.....</p> <p>Other Leave.....</p> <p>.....</p> <p>Home State Verified.....</p> <p>Warrant Last Issued.....</p> <p>Eligible for Warrant: Yes/No.</p>		Sub -TotalDays	Less Debits	-Days		Sub-TotalDays	Plus Credits	+Days	Plus Public Holidays	+Days	Plus Travelling Time	+Days		Total Leave:Days	<p><u>NOTES FOR STAFF CLERK</u></p> <p>When Leave period has been calculated enter period on leave card in <i>pencil</i> and resubmit file on date officer is due to resume duty. When advice of resumption received enter period of leave actually taken on leave card in <i>ink</i>.</p>
	Sub -TotalDays																				
Less Debits	-Days																				
	Sub-TotalDays																				
Plus Credits	+Days																				
Plus Public Holidays	+Days																				
Plus Travelling Time	+Days																				
	Total Leave:Days																				

Govt. Print. A1951/350 000. 3.81

Migration Officer,
PORT MORESBY.

Request that the issue of re-entry permit be approved for the person(s) whose name(s) appears on the opposite side of this form.

Authorised Officer	Department	Designation