

Part 1 (to be completed by Applicant)

Name:	Grade/Rank:
Payroll Number:	
Office Address:	
Postcode:	
Signature:	Date:

I wish to make application for special leave on the date(s) below to attend a Northern Ireland Public Service Alliance Course.

Type of Course:	Date(s):
Venue:	No. of Days:

Part 2 (to be completed by Local Management)

The above request for special leave has been considered and cleared at local level.

Signed:	Rank:	Date:
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Part 3 (to be completed by Personnel Branch)

Special leave has been granted for the NIPSA Meeting detailed above.

Signature:	
Grade/Rank:	Date:

Please advise applicant of decision about request for special leave.