

**Part 1** (to be completed by Applicant)

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

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

<b>Type of Course:</b>	<b>Date(s):</b>
<b>Venue:</b>	<b>No. of Days:</b>

**Part 2** (to be completed by Local Management)

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

<b>Signed:</b>	<b>Rank:</b>	<b>Date:</b>
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**Part 3** (to be completed by Personnel Branch)

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

<b>Signature:</b>	
<b>Grade/Rank:</b>	<b>Date:</b>

**Please advise applicant of decision about request for special leave.**