



STUDY LEAVE FORM

1. PERSONAL DETAILS

Employee N°:			
Surname:			
Other Name(s):			
Phone N°:		Email:	

(Please use name as in your official documents)

2. OCCUPATIONAL DETAILS

Current Grade		DOCA: / /
Grade on First Appointment		DOFA / /
Department / Unit		

Sample date format (04 – Jul – 2018)

3. TYPE OF REQUEST (INDICATE TYPE OF REQUEST BEING MADE BY TICKING)

Study Leave With Pay: <input type="checkbox"/>		Study Leave Without Pay: <input type="checkbox"/>			
Have you enjoyed any previous study leave with pay or without pay?		Yes. <input type="checkbox"/>	No. <input type="checkbox"/>		
Course	School	Duration	Start Date	End Date	
1)					
2)					
3)					

Course Details (If request is made as a result of acquisition of additional qualification, indicate the following information)

Qualification to be obtained													
Name of School													
Course Duration		Start Date			End Date								
Study Leave With Pay	<input type="checkbox"/>	Leave Without Pay	<input type="checkbox"/>	Full –time combined with job	<input type="checkbox"/>	Sandwich	<input type="checkbox"/>	Part-time (evening)	<input type="checkbox"/>	Part-time (Week-end)	<input type="checkbox"/>	Distance Learning	<input type="checkbox"/>

Mode of Attendance: (Indicate mode of attendance for additional qualification for which request is being made)

(Please attach approval letter)

Signature of Applicant:

Date Applied / /

4. RECOMMENDATION BY IMMEDIATE SUPERVISOR:

Course relevant to departmental needs Course not relevant to departmental needs

Brief statement of how the course is relevant to applicant's current and or future or jobs that are likely to be vacant in the future.

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Conduct and work output satisfactory Conduct and work output not satisfactory

Brief statement about applicant's attitude conduct, attitude and overall performance

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Indicate possible future placement / posting and also the extent to which course will benefit unit / department and hospital.

Application Recommended Not Recommended

Additional Comments (If any)

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Name Supervisor..... Date ____ / ____ / ____ Signature:.....

5. RECOMMENDATION BY HEAD OF DEPARTMENT:

Comments

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Name Supervisor..... Date ____ / ____ / ____ Signature:.....

5. HR OFFICE USE ONLY:

Head HR

Has applicant served the pre-service training or last training bond? Eligible Not eligible

Give a summary of disciplinary action that might be pending against applicant (If any)

Preliminary Decision: Eligible Not eligible

Recommended: Yes No

Additional Comments (If Any)

Date of Assessment ____/____/____

Signature: _____

6. CHIEF EXECUTIVE OFFICERS'S APPROVAL




Request Approved Yes No

Additional Comments (If Any)

____/____/____
Date of Approval

Signature

SUBMIT A COPY OF APPLICATION FORM DULY COMPLETED TO THE HR OFFICE. ATTACH THE FOLLOWING DOCUMENTS:

-  Nomination letter (from CCTH)
-  Admissions Letter
-  Evidence of sponsorship

KINDLY NOTE:

1. SITUATIONS FOR STUDY LEAVE WITH PAY

- A. Three (3) years continuous service after first or re-appointment to pursue a course up to 3 years
- B. Four (4) years continuous service after first or re-appointment to pursue a course up to 4 year
- C. Must be an approved course of study and is relevant to applicants job or development of hospital
- D. Course must be relevant to the Cape Coast Teaching Hospital
- E. Officer's absence shall not have adverse effect on the job
- F. There shall be **no disciplinary action** pending against the applicant
- G. Applicant shall not be above fifty (50) years and should not have enjoyed up to two study leaves.

2. CONDITIONS FOR STUDY LEAVE WITHOUT PAY

- A. Two (2) continuous years' service after first or re-appointment
- B. Officer's absence shall not have adverse effect on the service
- C. There shall be no disciplinary action pending against the applicant
- D. Not be under bond
- E. The applicant should not have outstanding salary credit to his/her bankers, car or housing loan, any loan connected with his /her salary or indebted to the Hospital or Government of Ghana
- F. The Applicant must not be under any form of bond

3. NON COMPLIANCE

Applicants who leave before approval is granted or otherwise shall be deemed to have vacated post.

