



## STUDY LEAVE DECLARATION 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 Evidence of Sponsorship)

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.**

.....

.....

.....

Conduct and work output satisfactory ☐ Conduct and work output not satisfactory ☐

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

AST TEACHING I

**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)**



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

**5. RECOMMENDATION BY HEAD OF DEPARTMENT/SUB-BMC:**

## Comments



**Name** ..... **Date**      /      /      **Signature**.....

**6. RECOMMENDATION BY DIVISIONAL DIRECTOR:**

Comments

Name ..... Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Signature .....

**7. 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: \_\_\_\_\_

## 8. CHIEF EXECUTIVE OFFICERS'S APPROVAL

Request Approved

Yes

☐

No

☐

Additional Comments (If Any)

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date of Approval

\_\_\_\_\_  
Signature

### 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.