

Instructions:

1. Please fill in the following details and submit the same to the Law Department.
2. Additional Sheets may be used.



**APPLICATION FOR REQUEST FOR EXEMPTION
FROM THE BAN ON CREATION OR FILLING OF NEW POSITIONS
(For the May 9, 2016 National and Local Elections)**

Name of Personnel	Position and Salary Grade	Date of Appointment	Cause of Vacancy, if applicable	Name of Requesting Authority, Position and Name of Agency

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CERTIFICATION

I, _____ of _____, hereby CERTIFY as follows:

- 1) that the request is essential to the proper functioning of the office and shall not in any manner influence the conduct of the May 9, 2016 National and Local Elections;
- 2) that the request shall not involve promotion or the giving of any increase of salary or remuneration or privilege during the forty-five (45) day period before the May 9, 2016 elections which is strictly prohibited without any exception whatsoever; and
- 3) that this authorization shall be prospective in application and without prejudice to the applicable Civil Service Law, rules and regulations on personnel actions/movements.

Prepared and Submitted by:

Position & Name of Agency _____
Date: _____