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|  | Aanvraag van onbetaald verlof | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | DCPA-190715 | | | | | | | | | |
|  | //////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////////// | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | Agentschap Overheidspersoneel  **Dienstencentrum Personeelsadministratie**  Havenlaan 88 bus 38, 1000 BRUSSEL  **T** 02 553 60 00  [vlaanderen.be/intern/dienstencentrum-personeelsadministratie](https://overheid.vlaanderen.be/dienstencentrum-personeelsadministratie) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | *In te vullen door de behandelende afdeling*  ontvangstdatum | | | | | | | | | | | |
|  | | | | | | | | | | | |
|  | ***Waarvoor dient dit formulier?***  Enkel als je geen toegang hebt tot het elektronisch personeelssysteem Vlimpers, kun je met dit formulier onbetaald verlof aanvragen. Personeelsleden die wel toegang hebben tot Vlimpers, moeten hun aanvraag elektronisch indienen.  *Aan dit formulier werd het kwaliteitslabel eenvoudig formulier van de Vlaamse overheid toegekend.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | In te vullen door de aanvrager | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Persoonlijke gegevens | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1 | Vul hieronder je persoonlijke gegevens in. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | vlimpersnummer | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | voor- en achternaam | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | departement of agentschap | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | afdeling | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | Aanvraag onbetaald verlof | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 2 | Kruis hieronder aan welk type onbetaald verlof je aanvraagt. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  |  | | 20 dagen onbetaald verlof Vul hieronder het aantal dagen onbetaald verlof dat je wilt opnemen en vermeld de datums.  Je kunt het verlof opnemen in al of niet opeenvolgende hele of halve dagen. Je hoeft dus geen aaneengesloten periode van 20 dagen te nemen. Het recht op 20 dagen wordt in verhouding verminderd bij deeltijdse prestaties of in- of uitdiensttreding tijdens het jaar. Ga naar vraag 4. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | **aantal dagen** | | | | |  |  | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | | | datum *(dd.mm.jjjj)* | | | | |  | hele of halve dag? | | | | | | | | | | | | | | | | |  | |  | | | datum *(dd.mm.jjjj)* | | | | | | | | | |  | hele of halve dag? | | | | | | | | | | | | | | | |
|  | | | .  . | | | | |  |  | | 1 dag | | | | | | |  | | | ½ dag | | | | |  | |  | | | .  . | | | | | | | | | |  |  | | | 1 dag | | | | | | | |  | ½ dag | | | |
|  | | | .  . | | | | |  |  | | 1 dag | | | | | | |  | | | ½ dag | | | | |  | |  | | | .  . | | | | | | | | | |  |  | | | 1 dag | | | | | | | |  | ½ dag | | | |
|  | | | .  . | | | | |  |  | | 1 dag | | | | | | |  | | | ½ dag | | | | |  | |  | | | .  . | | | | | | | | | |  |  | | | 1 dag | | | | | | | |  | ½ dag | | | |
|  | | | .  . | | | | |  |  | | 1 dag | | | | | | |  | | | ½ dag | | | | |  | |  | | | .  . | | | | | | | | | |  |  | | | 1 dag | | | | | | | |  | ½ dag | | | |
|  | | | .  . | | | | |  |  | | 1 dag | | | | | | |  | | | ½ dag | | | | |  | |  | | | .  . | | | | | | | | | |  |  | | | 1 dag | | | | | | | |  | ½ dag | | | |
|  | | | .  . | | | | |  |  | | 1 dag | | | | | | |  | | | ½ dag | | | | |  | |  | | | .  . | | | | | | | | | |  |  | | | 1 dag | | | | | | | |  | ½ dag | | | |
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|  |  | | 1 jaar onbetaald verlof gedurende de loopbaan met uitzondering van stagiaires.  Vul de gegevens van je onbetaald verlof in.  Je kunt 1 jaar opnemen tijdens je loopbaan, op te nemen in volle maanden, al dan niet aaneensluitend. Ga naar vraag 4. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | begindatum | | | | | | | | | | | | | | | | dag | | |  | | | maand | |  | | | jaar | | | |  | | | |  | | | | | | | | | | | | | | | | | | | |
|  | | | einddatum | | | | | | | | | | | | | | | | dag | | |  | | | maand | |  | | | jaar | | | |  | | | |  | | | | | | | | | | | | | | | | | | | |
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|  |  | | 1 jaar onbetaald verlof vanaf de leeftijd van 55 jaar met uitzondering van stagiaires, op te nemen in volle maanden, al dan niet aaneensluitend. **Vul de gegevens van je onbetaald verlof in.**  Vanaf 55 jaar kan je 1 jaar extra onbetaald verlof opnemen tijdens je loopbaan, op te nemen in volle maanden, al dan niet aaneensluitend. Ga naar vraag 4. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | van | | dag |  | maand | | |  | | | | jaar | | |  | | | | | | tot en met | | | | | | | | | dag | | | |  | | | maand | | | | |  | | | jaar | | | | |  | | | |  | |
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|  |  | | ambtshalve onbetaald verlof voor het opnemen van 1 van de volgende functies en bijhorende duur binnen de diensten van de Vlaamse overheid (enkel voor statutaire personeelsleden).  **Vul de gegevens van je onbetaald verlof in.**  De duur van het onbetaald verlof hangt af van de situatie waarin je terecht komt. Ga naar vraag 4. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | een contractuele betrekking (max. 2 jaar) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | een tijdelijke aanstelling (max. 2 jaar) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | een mandaat (voor de duur van het eerste mandaat) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | |  | | een statutaire functie (voor de duur van de proeftijd) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | functie | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | plaats van tewerkstelling | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | | ambtshalve onbetaald verlof voor het opnemen een statutaire proeftijd binnen de diensten van de Vlaamse overheid (enkel voor contractuele personeelsleden). **Vul de gegevens van je onbetaald verlof in.**  Ga naar vraag 4. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | van | | dag |  | maand | | |  | | | | jaar | | |  | | | | | | tot en met | | | | | | | | | dag | | | |  | | | maand | | | | |  | | | jaar | | | | |  | | | |  | |
|  | functie | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | plaats van tewerkstelling | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  |  | | gestandaardiseerd gunstverlof op te nemen met losse dagen of voor een langere periode.  **Vul de gegevens van je onbetaald verlof in.**  *In beide gevallen is er geen maximumgrens. De maximale duur wordt bepaald door je lijnmanager.* | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|  | losse dagen | | | | | | | | | | | dag | | | |  | | | | maand | | | |  | | jaar | | |  | | | | | |  | | dag | | |  | | | maand | | | | | |  | | jaar | | | |  | |  |
|  |  | | | | | | | | | | | dag | | | |  | | | | maand | | | |  | | jaar | | |  | | | | | |  | | dag | | |  | | | maand | | | | | |  | | jaar | | | |  | |  |
|  |  | | | | | | | | | | | dag | | | |  | | | | maand | | | |  | | jaar | | |  | | | | | |  | | dag | | |  | | | maand | | | | | |  | | jaar | | | |  | |  |
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|  |  | | | | | | | | | | |  | van *(dd.mm.jjjj)* | | | | | | | | | | | | | | | | |  | | | tot en met *(dd.mm.jjjj)* | | | | | | | | | | | | | | | | |  | | | | | | | |
|  | periode | | | | | | | | | | |  | .  . | | | | | | | | | | | | | | | | |  | | | .  . | | | | | | | | | | | | | | | | |  | | | | | | | |
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|  | | Motivering | | | | | | | | | | | | | | | |
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| 3 | | Motiveer je aanvraag, enkel ingeval van gestandaardiseerd gunstverlof. | | | | | | | | | | | | | | | |
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|  | Ondertekening door de aanvrager | | | | | | | | | | | | | | | | |
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| 4 | Dateer en onderteken dit formulier. | | | | | | | | | | | | | | | | |
|  | datum | | | | dag | |  | | maand | |  | | jaar | |  | |  |
|  | handtekening | | | |  | | | | | | | | | | | | |
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|  | In te vullen door het afdelingshoofd of lijnmanager | | | | | | | | | | | | | | | | |
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|  | Beslissing | | | | | | | | | | | | | | | | |
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|  |  | | Gezien en goedgekeurd. | | | | | | | | | | | | | | |
|  | | Gezien en niet goedgekeurd om de volgende redenen: | | | | | | | | | | | | | | |
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|  | Ondertekening | | | | | | | | | | | | | | | | |
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|  | datum | | | dag | |  | | maand | |  | | jaar | |  | |  | |
|  | handtekening | | |  | | | | | | | | | | | | | |
|  | voor- en achternaam | | |  | | | | | | | | | | | | | |
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|  | Hoe gaat het nu verder met je aanvraag? | | | | | | | | | | | | | | | | |
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|  | *Het formulier voor onbetaald verlof doorloopt de onderstaande procedure.*   1. *Je bezorgt dit formulier aan het Dienstencentrum Personeelsadministratie.* 2. *Het Dienstencentrum Personeelsadministratie kijkt na of je aan de voorwaarden voldoet.* 3. *Het Dienstencentrum Personeelsadministratie brengt je schriftelijk op de hoogte van de beslissing.* | | | | | | | | | | | | | | | | |