

FROM: Permanent Secretary,  
Public Service Ministry

TO: All Permanent Secretaries,  
Heads of Departments and  
Regional Executive Officers

**SUBJECT:**

**Grant of Leave of Leave to Government employees  
pursuing studies at specified Institutions in Guyana.**

DATE: 7<sup>th</sup> June, 1976.

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Approval has been given for the grant of leave to employees in the Public Service/Sector with not less than three (3) years service – in the case of teachers, the service requirement is at least three (3) years post-initial training – who have been admitted to institutions of higher learning in Guyana for full-time study. Such leave should be granted with full pay for the duration of the course subject to the provision that the employees' earned vacation leave at the date of commencement of full-time studies should first be utilized towards their training programmes.

2. The institutions of higher learning to which this circular refers are:-
  - (a) University of Guyana
  - (b) Georgetown and New Amsterdam Technical Institutes
  - (c) Kuru-Kuru Co-operative College
  - (d) Guyana School of Agriculture
  - (e) Institute of Animal Health Assistants
  - (f) Guyana Industrial Training Centre
  - (g) Ministry of Health – 40 in PS: 17/0.
3. Any employee to whom leave is granted under the provisions of this circular will be required to enter into an agreement to serve the Government of Guyana or his/her respective agency on completion of the course for not less than three (3) years if the duration of the course is for one (1) academic year or less, or for not less than five (5) years if the training programme lasts for more than one (1) academic year.
4. Copies of the letters approving the grant of this leave to employees must be sent to this Ministry. In the case of Public Corporations and Public Companies the Secretary, Guyana State Corporation, must also be notified when such leave is granted.
5. In instances where it is not found practicable, because of the exigencies of the Service, to grant leave to all employees in a particular Ministry/Department, who have been accepted for full-time study, the number to be released should be decided by the Permanent Secretary, or Head of Department not under Ministerial control, as the case may be, after consultation with the Permanent Secretary, Public Service Ministry. In similar cases, General Managers of Public Corporations and Public Companies must consult the Secretary, Guyana State Corporation before taking a decision.
6. Kindly bring the contents of this circular to the attention of all employees in your Ministry/Department/Corporation/Company.

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C. E. Douglas,  
Permanent Secretary.