

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 33/1976**

**REFERENCE NO. PS: 17/0IV**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Annual Leave**

DATE: 30<sup>th</sup> June, 1976.

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It has been observed from the many requests submitted to this Ministry for deferment of annual leave that the primary reason why Ministries/Departments are unable to grant such leave is that officers are in the habit of applying for their annual leave in the latter part of a calendar year when the exigencies of the Service do not permit of their release.

2. Accordingly, you are advised that leave rosters should be prepared by each Division/Section of your Ministry/Department, which should be coordinated in such a way as to permit the release of officers on annual leave at times indicated thereon without serious disruption of the work. Where applicable, cognizance should be taken of the fact that in many Divisions/Sections it is not possible to release officers in November/December of a year due to the nature of the work, hence, annual leave in such cases would have to be taken during the period January to October.
3. It must not be overlooked that, notwithstanding staff shortages and the difficulty of finding experienced staff to relieve officers to allow them to proceed on leave, good management should compel immediate supervisors and others to encourage staff to apply for their holidays and to permit them to proceed on such leave. In this regard the use of leave rosters in an aid to planning and although it is accepted that the indications therein are not, within reasonable limits, unchangeable, the roster will, if operated in earnest, make a positive contribution in avoiding the repeated consecutive deferments of annual leave.
4. It may also be mentioned, as a reminder, that however desirable it is for officers to enjoy twelve (12) days leave uninterruptedly, there should be no objection to their enjoying portions of their annual leave in the same way as when they are absent for short periods on account of illness. However, a situation should not be allowed to develop where it might be assumed that because annual leave can be deferred, its repeated enforcement in any case becomes a punishment to the officer concerned.
5. Please bring the contents of this Circular to the attention of all employees.

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C. E. Douglas,  
Permanent Secretary.