

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT: Grant of leave to Government employees  
pursuing studies at specified Institutions in Guyana.**

DATE: 14<sup>th</sup> July, 1977.

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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 requirements is at least three (3) years post-initial training – who have been admitted to institutions of higher learning in Guyana for full-time study. Leave granted in these circumstances should be with full pay for the duration of the course provided that the employee's earned vacation leave at the date of commencement of full-time studies should first be utilized towards his/her training programme.

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 Assistance;
  - (f) Guyana Industrial Training Centre.
3. An employee to whom leave is granted in accordance with 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 a period of 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. A copy of the letter approving the grant of such leave to an employee must be sent to this Ministry. In the case of Public Corporations and Public Companies, the Secretary, Guyana State Corporation, must also be notified, in writing, when this leave is granted.
5. It will no doubt not be 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. In such instances the persons 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 a decision is taken.
6. I should be grateful if you would 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.