

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT: Grant of Pro-rate leave and leave passage assistance (for travel) to wives permitted to accompany husbands abroad on Government of Guyana awards.

DATE: 15th December, 1977.

It is accepted policy that provided training is more than one year's duration wives may be permitted to accompany their husbands abroad when they are on Government of Guyana awards. Section 25 of the Handbook for Students provides for assistance with a wife's passage where the husband is not entitled to receive any salary during training and Section 27 of that Handbook provides for the husband's leave passage entitlement earned in respect of his wife – if he is so eligible – to be contributed towards her travel costs. But there is no current provision for the grant of pro-rate leave and leave passage to permit a spouse employed in the Public Service to accompany a husband who is on a Government award. The practice has been to grant only extended no-pay leave to such wives.

2. Approval is now given for the existing policy to be varied to permit the grant of pro-rata vacation leave, prior to extended no-pay leave, to those wives who are permitted to accompany their husbands abroad on Government of Guyana awards, and for the grant also of leave passage (for travel) as follows:-
 - (i) if the wife is a public officer entitled to a leave passage she shall be granted her pro-rata passage entitlement which would be used to lessen any grant or loan made towards defraying the cost of her passage,
 - (ii) when the husband is entitled to leave passage assistance in respect of his wife and she is also entitled to a passage for herself, the better of the two entitlements shall be utilized towards defraying the cost of her passage.
3. All requests for the grant of pro-rata leave and leave passage assistance shall be forwarded to the Public Service Ministry for consideration at the same time requests for no-pay leave are submitted.
4. Please bring the contents of this Circular to the attention of all officers concerned.

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S. M. Z. Insanally,
for Permanent Secretary.