

PUBLIC SERVICE MINISTRY

CIRCULAR NO.28/1979

REFERENCE NO.17/0^{VI}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

**Grant of leave to employees on Saturday or alternative
four-hour working day in lieu thereof.**

DATE: 18th December, 1979

With the implementation of the forty-four hour work week with effect from 1st January, 1977, inclusive, there seems to be some doubt regarding the question of how the grant of leave (sick or vacation) to employees on Saturday or alternative four-hour working day in lieu thereof, should be treated. The purpose of this Circular is to clarify the position and to standardize the practice in relation to the matter.

2. Since the forty-four hour work week is spread over a period of six working days, it follows that if an employee is granted leave (sick or vacation) on any of these working days, including Saturday, or any alternative four-hour working day in lieu thereof, during the working week, that day should count as one day's leave, irrespective of the fact that the employee might only be required to work for four hours on that day. It follows also that if an employee is granted leave on any of these days, he should be paid for not more than forty-four hours in respect of that week (excluding overtime).

3. In consequence of the above, Saturday or any alternative four-hour working day, in lieu thereof, shall count as one day's service for the purpose of the employee's service record.

4. Please bring this Circular to the attention of all employees.

A.R. Brutus,
For Permanent Secretary, (ag.),
Public Service Ministry.

December, 1979.