

**PUBLIC SERVICE MINISTRY**

**CIRCULAR MEMORANDUM**

**REFERENCE NO.PS:17/0<sup>VI</sup>**  
**PS:17/3<sup>IV</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

**Interpretation of Civil Service Rules, H36 and H40.**

DATE: 18<sup>th</sup> December, 1979.

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A degree of misunderstanding appears to exist in some Ministries/Departments regarding the interpretation and application of Civil Service Rule H36 – Special Leave, and the grant of “time-off” in terms of Civil Service Rule H40.

2. I there wish to advise that in cases where officers are required to take their babies to clinic and sick children and/or close relatives to the doctor they would be granted “time-off”. In addition, if there is a need for them to remain at home because of their children’s illness or the failure of their babysitters to report for work, their absence from duty should be treated as Special leave in terms of Civil Service Rule H36. When the seven (7) days provided for under this Rule have been utilized, any further leave needed for these purposes should be granted as ‘annual leave’.

3. Please bring this memorandum to the attention of all employees in your Ministry/Department.

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A.R. Brutus,  
For Permanent Secretary,  
Public Service Ministry.