

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 8/1980

REFERENCE NO. PS: 20/0

FROM: Permanent Secretary,
Public Service Ministry

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

**SUBJECT: Payment of Duty and Responsibility
Allowances to employees during Sick and annual
Leave.**

DATE: 10th April, 1980.

Please refer to Civil Service Rules K2 and K4 dealing payment of Duty and Responsibility allowances, respectively.

2. It has been decided that the following principles should apply when determining payment of duty and responsibility allowances to employees who are on sick and annual leave:-

Sick Leave

An employee who, while receiving a duty or responsibility allowance, is incapacitated by illness may receive the duty or responsibility allowance for a period not exceeding fourteen (14) working days from the date of such incapacity unless it is necessary to assign an employee before the expiration of that period to perform the same functions which necessitated payment of the allowance, in which case the employee so assigned, if he/she is entitled to receive a duty or responsibility allowance, shall receive it from the date of his/her assignment.

Annual Leave

An employee who is receiving a duty or responsibility allowance may continue to receive such an allowance while he or she is on annual leave provided that it has not been necessary to assign another employee to perform the same functions which necessitated payment of the allowance and to grant the latter employee an allowance.

3. This circular should be drawn to the attention of all employees and particularly those who are charged with Personnel functions in Ministries and departments.

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H. Ali,
for Permanent Secretary.