

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

**Special Leave in Respect of the Period following
hospitalization.**

DATE: 21st April, 1981

It was notified in this Ministry's Circular No. 7/75 dated 25th February, 1975, on the above mentioned subject, that employees who had been hospitalized as a result of sickness or injury and who had been recommended for further leave on discharge, would be eligible to have that leave treated as follows:-

(i) The period spent in hospital charged against the normal sick leave entitlement, i.e.:-

- (a) In the case of permanent establishment (pensionable and non-pensionable) officers, 28 days;
- (b) In the case of all other employee, 14 days;

(ii) An extension of a maximum period of one (1) month, if needed, for recuperation (not charged: against vacation leave)

2. This Ministry issued another Circular No. 33/78 dated 20th October, 1978 on the same subject, modifying the provisions of the Circular described above. The terms of this Circular were basically as follows:-

(i) The period spent in hospital charged against the normal sick leave entitlement, i.e.:-

- (a) In the case of permanent establishment pensionable and non-pensionable) officers, 28 days;
- (b) I the case of all other employees, 14 day

(ii) An extension of a maximum period of one (1) month if needed, for recuperation, to be charged in the first instance to the remainder of the officer's normal sick leave entitlement, but not against vacation leave entitlement.

3. There has been dissatisfaction since the second circular was issued and the Guyana Public Service Union had recorded its objection to this change. The Public Service Ministry has carefully considered the matter and has agreed that the terms promulgated in the latter Circular did not constitute an improvement in employee welfare. It has been decided therefore that the provision of Circular No. 33/78 should be cancelled with effect from 1st January.1981 and replaced by those which were set out in Circular No. 7/75, i.e. the terms of the original Circular are being reverted to, with effect from 1st January, 1981.

4. In order to avoid, confusion as to which provisions should really apply, these are set down below:-

(i) The period spent in hospital against the normal sick leave entitlement, i.e.:-

(a) In the case of permanent establishment (and non-pensionable) officers, 28 days:-

(b) In the case of all other employees, 14 days:-

(ii) An extension of a maximum period of one (1) month, if needed, or recuperation (not charged against leave).

(iii) Further extensions may be granted in terms of Civil Service Rules H.15 (a.), H.26 and H.50 as appropriate.

5. Request for the grant of leave for recuperation in terms of this Circular should be addressed to the Secretary, Public Service Commission, and should be accompanied by supporting~ documents.

6. Public Service Ministry Circulars Nos. 7/75 dated 25th February, 1975 and 33/78 dated 20th October, 1978, on the Same subject are hereby superseded.

7. Please bring the contents of this Circular to the attention of all employees, and in particular those who work in Personnel Divisions

Sgd. A.R. Brutus,

For Permanent Secretary

Public Service Ministry -