

“YEAR OF DEFENCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.5/1982

REFERENCE NO.PS:10/0/1/2

FROM: Permanent Secretary,
Public Service Ministry

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

DATE: 1982-02-03

SUBJECT:

**Proposed changes to system of long vacation leave by
Civil Service Rules (Amendment) Committee.**

The Committee appointed to revise the Civil Service Rules, 1976 has considered that the present system of long vacation leave granted to Public Servants on the Permanent Pensionable Establishment is not appropriate to a developing Guyana, and has proposed certain changes as reflected in Appendix 1.

2. In keeping, however, with the principle of worker participation, this Ministry wishes to obtain from you, after these changes have been discussed with workers in your Ministry/Department, a feed-back through the medium of a two (2) days seminar to be held on Thursday (1982-03-25) and Friday (1982-03-26) at the Critchlow Labour College, Non Pariel Park, Thomas Lands, Georgetown. Three (3) to four (4) persons from each Ministry/Department are expected to attend.

3. Mention will also be made at the Seminar of the new Disciplinary Rule as well as lesser proposals made by the Committee in the context of a more efficient Public Service.

A. Hing,
For Permanent Secretary,
Public Service Ministry.

PROPOSED CHANGES TO CIVIL SERVICE RULESVACATION LEAVE

- (1) Abolition of the present system of long vacation leave which applies to Public Servants on the Permanent Pensionable Establishment, and introduction of a new system of vacation leave with effect from 1983-01-01, as follows:-

<u>Category</u>	<u>Leave Entitlement</u>	<u>Passage Entitlement</u>
A – Salary above \$963.13 per month	6 weeks per year	\$1,733.00 per year
B – Salary above \$625.35 per month and up to \$962.13 per month	5 weeks per year	\$ 825.00 per year
C – Salary above \$509.66 per month and up to \$625.35 per month	5 weeks per year	\$ 525.00 per year
D – Salary above \$404.25 per month and up to \$509.66 per month.	4 weeks per year	\$ 375.00 per year
E – Salary under \$404.25 per month	3 weeks per year	\$ 80.00 per year

- (2) Vacation leave entitlement shall include Sundays and Public Holidays whenever such days fall within the period of leave applied for.
- (3) A Public Servant who travels overseas in any year during his/her vacation leave shall forfeit the relevant annual passage entitlement.
- (4) Notwithstanding exigencies of the Service, a Public Servant must be granted a minimum period of fourteen (14) days' vacation leave each year. Balance may be deferred and utilized in subsequent years.
- (5) A person entering the Public Service from 1983-01-01, onwards shall not qualify for vacation leave and passage entitlement until he/she has completed twelve (12) months' service from date of entry. During the second calendar year of his/her service, he/she shall be granted proportionate vacation leave and passage entitlement in respect of completed months of service during the first calendar year. For example, a person under Category D who joins the Public Service on 1983-04-01, shall be eligible for 21 days (i.e. 9/12 x 28 days) vacation leave during the period 1984-04-01 to 1984-12-31. Thereafter, he/she shall qualify for vacation leave and passage entitlement in respect of the previous year's service.
- (6) A Public Servant on the Permanent Pensionable Establishment before 1983-01-01, shall normally be required to utilize during 1983, the earned vacation leave under present conditions in respect of service up to 1982-12-31. During the year 1984, he/she shall be eligible for vacation leave under the new conditions in respect of service during 1983. Thereafter, he/she shall qualify for vacation leave and passage entitlement in respect of the previous year's service.
- (7) Having regard to paragraphs (1) to (6), the present system of annual leave of twelve (12) working days per year will no longer apply from 1983-01-01.