

**“YEAR OF WILL”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.4/1983**

**REFERENCE NO. CPS: 12/1/12<sup>IV</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Payment of leave and Leave Passage benefits to retrenched employees in the Public Service

DATE: 1983-02-02

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It has been decided that consequent upon retrenchment in the Public Service in 1982, retrenched employees will be paid, in addition to superannuation benefits for which they are eligible, leave and leave passage benefits accrued at the date of retrenchment.

These benefits are as follows:-

- I. Pro-rata leave in respect of 1982 plus deferred annual leave where applicable;
- II. Earned vacation leave; and
- III. Full or Pro-rata leave passage, as applicable.

You are therefore requested to make early arrangements for the employees in question to be paid in respect of (I) and (II) of paragraph 2 above.

In order to facilitate payment of leave passage to the employees concerned, your letter of approval in relation to vacation leave and leave passage, should as usual be carbon-copied to the Accountant General who will arrange payment, as well as to the Auditor general and the Secretary, Public Service Commission. The same principle which is used for the payment of annual leave to pensionable employees should also apply to the grant of annual vacation leave to non-pensionable and open vote employees.

Please give this matter your immediate attention.

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H. Ali  
For Permanent Secretary,  
Public Service Ministry.