

“YEAR OF WILL”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.11/1983

REFERENCE NO. PS: 17/12

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Increase in the Maternity Leave Benefits in the
Public Service- Amendment to Civil Service Rule
No. H84

DATE: 1983-03-11

Approval has been given for an increase in the Maternity leave Benefits to female Public Servants to be effective from 1st January, 1983, and as a consequence the following should be substituted for Rule H84 of Civil Service Rules, 1976 Edition:-

- “H84
- (i) A female employee in the Public Service who has not less than one year’s Service shall be Eligible for the grant of Maternity leave as follows:-
- (a) Thirteen Weeks’ special leave on part salary during which she shall be paid salary equivalent to the difference between her substantive salary and national Insurance Scheme Benefits. Such Leave would normally be granted as follows:-
- 6 weeks before the week of confinement;
 - the week of confinement;
 - 6 weeks after the week of confinement, but the entire period may be taken by employees, as it suits them. However, in order to benefit from the full 13 weeks granted under the national Insurance Scheme Regulations and for the Payment of part salary over the period, an employee must proceed on maternity leave not later than the week of confinement in which event payment would be made for the week of confinement and 12 weeks thereafter.
- (b) Employees who fail to proceed on maternity leave as from the week of confinement, at the latest, would be eligible for benefits for a shorter period than 13 weeks since no payment would be made for any period exceeding 13 weeks inclusive of the week of confinement.
- (c) An employee who qualifies under the National Insurance Scheme Regulations for Maternity leave benefits but who has less than one (1)

year's service may be granted no-pay leave for maternity purpose but would only be paid benefits from the National Insurance Scheme

- (d) In addition to the special leave mentioned at (a) above and without producing and Medical Certificate of Illness caused by some complication of or connected with her pregnancy and/or confinement an employee may be granted such additional special leave as she considers necessary, without pay, but not exceeding three (3) weeks, on any one occasion.

- (ii) there shall be no restriction on the number of occasions on which such maternity leave may be granted to a female employee