

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 18/1986

REFERENCE NO. PS:17/2

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Delegation of authority in respect of the grant of no-pay leave to non-pensionable employees.

DATE: 1986-08-21

Permanent Secretaries, Heads of Departments and Regional Executive Officers are hereby delegated with effect from 1st August, 1986, inclusive, the authority to grant one (1) months' (thirty one (31) days) no pay leave annually to non-pensionable employees subject to the following conditions:-

- (i) The employees must have at least one (1) years' service prior to the date of commencement of the leave;
 - (ii) The leave must be granted on the clear understanding that the employee resumes duty at the appropriate date, and any incidence of overstaying such leave should be dealt with firmly in accordance with the existing disciplinary procedure and Civil Service Rules. In this regard, General Order 176 is reproduced hereunder for your information and guidance –
“An officer who having been granted leave, fails to return to duty at the proper time is liable to summary dismissal”.
 - (iii) Employees who overstay no-pay leave granted them by you should not be permitted to resume duty until a decision is taken on their future in the service.
2. Applications for no-pay leave for periods exceeding one (1) month must be forwarded in good time to the Public Service Ministry for approval prior to the employees proceeding on leave. Reasons for the leave, supported by documentary evidence, must be furnished.
 3. Permanent Secretaries, Heads of Departments and Regional Executive officers are charged with the responsibility of monitoring the grant of no-pay leave to ensure that the work of the Ministries, Departments and Regions does not suffer as a result. Half-yearly returns showing the grant of no-pay leave to employees should be submitted to this Ministry commencing January, 1987.
 4. Please bring this circular to the attention of all non-pensionable employees and those officers who deal with personnel matters.

R. Sivanand
For Permanent Secretary
Public Service Ministry