

**“YEAR OF STANDING UP FOR GUYANA”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.21/1986**

**REFERENCE NO. PS:17/0<sup>VII</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

DATE: 1986-08-22

**SUBJECT:**

Qualifying period of Annual Vacation Leave to be granted in order to uplift Vacation Allowance.

Qualifying work periods for the payment of Acting and Responsibility Allowances.

Qualifying period of Annual Vacation Leave to be spent overseas without detriment to vacation allowance.

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Further to what is stated in Sections (a) and (b) of paragraph 3 of my Circular No. 13/1985 dated 29<sup>th</sup> May, 1985, it has been decided that the grant of vacation allowance in respect of service given in 1985 and thereafter should be dependent upon the grant of a minimum qualifying period of twenty-one (21) days' annual vacation leave.

2. For example, an officer in category A,B,C,D and E can uplift his/her respective vacation allowance when a letter of approval has been issued permitting him/her to proceed on twenty-one (21) days' annual leave. Alternatively, up-liftment will only be possible upon the completion of an aggregate number of days totaling twenty-one (21) days annual vacation. Accordingly, when an officer applies for leave, every effort should be made, where possible, to grant the leave in a manner that will permit him/her to enjoy at least twenty-one (21) days on one occasion. However, where the exigencies of the Service may not permit a very senior officer to proceed on leave in the desired manner in any particular year, the case should be represented to this Ministry for consideration and approval for him/her to be granted the vacation allowance.
3. As a consequence of the decision mentioned at paragraph 1, approval is given for the existing qualifying work period for the grant of an acting allowance to be amended from thirty (30) continuous days to twenty-one (21) days, and likewise, the qualifying period for payment of a responsibility allowance to be amended from twenty-eight (28) continuous days to twenty-one (21) days. These changes effective from 1<sup>st</sup> January, 1986. Action is being to amend the relevant Civil Service Rules and the Public Officers (Acting Appointment and Acting Allowances) Regulations.
4. It has also been decided that paragraph 7 (h) of my circular no. 13/1985 dated 29<sup>th</sup> May, 1985, dealing with 'Retention of overseas travel conditions' should be amended with effect from 1<sup>st</sup> January, 1986, also by the substitution of twenty-one (21) calendar days for seventeen (17) calendar days.
5. Please bring the contents of this circular to the attention of all employees and especially those persons who deal with personnel matters in your Ministries/Departments/Regions.

R. Sivanand  
for permanent Secretary  
Public Service Ministry