

“YEAR OF STANDING UP FOR GUYANA”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.26/1986

REFERENCE NO. PS:17/0^{VII}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of salary in 1986 in lieu of Vacation Leave
earned during 1985

DATE: 1986-12-10

Please refer to my circular no. 13/1985 dated 29th May, 1985, on the subject “Implementation of new vacation system for Public Servants on the Pensionable Establishment”. I outlined below some of the benefits which were envisaged when the new annualized system of vacation leave was introduced in 1985:-

- (a) Senior Officers will be allowed to go on leave on a more regular basis. This will in turn enable their juniors to act in higher positions;
- (b) The practice would be eliminated whereby some officers work continuously for as many as eight or ten years without leave. This tends to lead to an impairment of both health and performance on the job.
2. It has however been brought to the attention of this Ministry that because of staff shortages and the need to complete on-going projects and assignments before year end, it has not been possible for the benefits envisaged to be fully realized in all agencies. As a result, requests have been received from some agencies for annualized vacation leave earned during 1985 (which should have been granted during 1986) to be deferred to 1987 or for salary to be paid in lieu of the leave due. The Public Service Ministry has examined this matter and is of the view that the deferment to 1987 of substantial portions of vacation leave earned in 1985 may assist in compounding the problem faced by some agencies whereby it was not possible during this year to release some officers on any or all the vacation leave during 1985.
3. In order therefore to provide a measure of relief from the problem outlined above, it has been decided that consideration will be given to requests for payment of salary in 1986 in lieu of unutilized vacation leave earned during 1985. Such consideration will however be extended only to cases where the exigencies of the service expressly precluded an officer from proceeding on leave. The concession will not apply to cases where an officer did not want to proceed on leave because of personal reasons. Consequently, each request for payment of salary in lieu of leave earned during 1985 should be accompanied by full supporting reasons and will be considered on its merits.
4. Where a request for a payment is made, the prescriptions of my Circular No. 16/1986 dated 24th June, 1986 on the subject “Payment of Salary in lieu of leave” must be observed. In effect, approval will be given on the clear understanding that funds are available under the current votes for 1986 to meet payment.

J. E. Sinclair
Permanent Secretary
Public Service Ministry