

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 28/1987

REFERENCE NO. PS: 33/1

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Acceptance of Resignation and Grant of leave prior to
Resignation –Amendment No. 2 to Public Service
Rules 1987

DATE: 1987-08-21

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1. Civil Service Rule H. 46 (1976 Edition states – ‘Public Servants who apply for permission to resign their posts may be granted earned leave as may have accrued to them. They should give in writing at least one month’s notice of their departure on leave prior to resignation.’
 2. Consequent upon the fact that some resignations are tendered ‘with immediate effect’ in which case the functions of the organisation may be disrupted, with no opportunity being afforded for ‘handing over’ to the incoming employee, it has been decided that the under-mentioned procedures should apply in the application of the above rule which should now be reflected as Rule H. 40 of the Public Service Rules, 1987 edition:-

“H. 40 Acceptance of Resignation/Grant of leave prior to Resignation

Public Servants who apply for permission to resign their posts may be granted earned leave as may have accrued to them. They should give in writing at least one month’s notice of their intention to resign and request approval to proceed on any leave due.”

3. The following procedures must be followed:-
 - (a) - Public Servants must give at least one (1) month’s notice in writing of their intention to resign from the Public Service in order to obtain acceptance of their resignation. Failure to comply would result in dismissal.
 - (b) - Public Servants who are desirous of being granted annual vacation leave which may have accrued to them prior to resignation must apply for permission to proceed on this leave.
 - (c) - If a Public Servant has less than one (1) month’s accrued annual vacation leave to his/her credit, the notice of resignation must be given in advance of the date on which the leave is expected to commence in sufficient time to satisfy the required one month’s notice stipulation for acceptance of the resignation.
 - (d) - If a Public Servant has one (1) month’s accrued annual vacation leave to his/her credit, the notice of resignation must be given in advance of, or on the same date on which the leave is expected to commence to satisfy the required one month’s notice stipulation for acceptance of the resignation.
 - (e) - Where a Public Servant is given permission to proceed on accrued annual vacation leave of over one month the notice of resignation must be given at least one month in advance of the date of expiry of the leave in order to satisfy the required one month’s notice stipulation for acceptance of the resignation.
 - (f) - Where a Public Servant is NOT given permission to proceed on accrued annual vacation leave prior to resignation, and he/she proceeds nonetheless, he/she may be dismissed from the Public Service.
4. Please bring this circular to the attention of all staff in your organization, particularly those attached to the Personnel and Accounting Division.

R. Sivanand
for Permanent Secretary
Public Service Ministry