

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 33/1987

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

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Utilization of vacation leave and vacation allowances
towards Training Amendment No.3 to Public Service Rule

DATE: 1987-11-12

Please refer to my Circular No.1/1979 dated 22nd January, 1979, (reproduction in the appendix hereto) which sets out the policy regarding the grant of leave and leave passage entitlement (now called vacation allowances) to Public Servants selected to undergo training “overseas”. It has been the practice for the same policy to be applied also to Public Servants proceeding on training locally, except that the latter were allowed to retain and utilized their vacation allowance in accordance with existing regulations (i.e. Ministry of Finance’s Circular No. 9/1981), regardless of the duration of the award

- 2 The above mentioned policy has been under review but rule H18 indicating a change was inadvertently inserted in the 1987 edition of the Public Service Rules, notwithstanding the non-completion of the review. Consequently, the 1987 Edition of the Public Service Rules is hereby amended by the substitution of the following for Rule H18.

“H18 – UTILIZATION OF VACATION LEAVE AND VACATION ALLOWANCES TOWARDS TRAINING.

Public Servants who are selected for training awards and who are eligible for vacation leave and vacation allowance, would have their leave and vacation allowance treated as follows: -

(a) LOCAL AWARDS

- (i) If the duration of the award is three (3) months or less, the awardees would not be required to contribute vacation leave or allowance to the training effort.
- (ii) If the duration of the award is over three (3) months, the vacation leave would have to be contributed to the training effort. However, the vacation allowance would be granted for use according to existing regulations.

(b) OVERSEAS AWARD

- (i) If the duration of the award is three (3) months or less, the awardees would not be required to contribute vacation leave or contribute vacation leave or allowance to the training effort.
- (ii) If the duration of the award is over three (3) months but not more than twelve months the vacation leave would have to be contributed to the training effort. However, the vacation allowance would be granted for use according to existing regulations.
- (iii) If the duration of the award is over twelve (12) months, the vacation leave would have to be contributed towards the training effort”.

3. Please bring this Circular to the attention of all employees in your organization, particularly those who work in the personnel Division and are responsible for processing training and leave matters.

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J.E Sinclair
Permanent Secretary
Public Service Ministry

Appendix to Circular No. 33/1987.

PUBLIC SERVICE
MINISTRY

CIRCULAR NO. 1/79

REFERENCE NO. PS:
17/0^{TJ(36)}

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Grant of leave and leave passage
entitlement.

DATE: 1987/01/22

The policy governing the utilization of vacation leave passage entitlement by public Servants who are selected to undergo training overseas has been reviewed and approval has been given for public Servants proceeding overseas on short courses of training lasting not more than twelve months, to receive their leave passage entitlement for investment in approved securities, notwithstanding that a part of the entire amount of their vacation leave would be spent out of Guyana. However, if the duration of the training course is more than twelve months, the public servants would be required to contribute both their vacation leave and leave passage entitlement to the training effort. This change of policy is effective from 1st April, 1978.

2. Please bring this circular to the attention of all employees in your Ministry/Department, and in particular, to the attention of those who work in personnel Division and are responsible for processing training and leave matters.

Sgd. A.R. Brutus,
For Permanent Secretary
Public Service Ministry.