

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 4/1988

REFERENCE NO. PS: 17/0 VII

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Scheduling of Vacation Leave.

DATE: 1988-01-15

It has been observed that since the introduction of the annualized system of granting vacation leave, there is usually an upsurge of requests during the latter half of each year for deferment of or payment in lieu of vacation leave due to employees of several Ministries/Departments/Regions. This practice tends to defeat the purposes of the introduction of the new leave system, some of which were as follows:-

- (a) Senior Officers would be allowed to go on leave on a more regular basis. This would 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 years without leave. This would tend to lead to an impairment of both health and performance of the job.
2. It is felt that the situation outlined above may have resulted from the lack of a planned programme for the grant of vacation leave throughout the year in some Agencies, or failure to monitor such a programme effectively. Consequently, a build-up of leave occurs, and while some officers may be granted a portion of their leave entitlement, others may not get any leave.
 3. I therefore wish to request that greater efforts be made to prepare vacation leave rosters at the beginning of each year and to ensure that, as far as practicable, employees are granted leave during the year in accordance with them. I also wish to remind you that leave should be granted in such a manner that the work of the organisation does not suffer.
 4. Please bring this Circular to the attention of staff in your organization, particularly Heads of Divisions/Sections and staff attached to the Personnel Divisions/Units.

J. E. Sinclair
Permanent Secretary
Public Service Ministry