

“YEAR OF STAYING RESOLUTELY ON COURSE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO.
27/1988

REFERENCE NO. PS:

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

**Utilization of Vacation Leave and Vacation
Allowance towards training. Amendment #9 to
Public Service Rules, 1987**

DATE: 1988-10-12

Please refer to paragraph 2 of my circular # 33/1987 dated 1987-11-12 dealing with utilization of Vacation Leave and Vacation Allowance towards Training.

- 2) This matter was reviewed and it has been decided that Public Servants would not be required to contribute their vacation allowance to the training effort, regardless of the duration of the training programme or the venue for the training (i.e. Local or Overseas). This Policy would apply to all those employees selected to proceed on the training from the 1st of June, 1988.
- 3) Consequently, Rule H18 of the Public Service Rules, 1987 Edition is hereby amended as follows from 1st June, 1988:

“H18”-Utilization of Vacation Leave and vacation Allowance towards Training

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

Local /Overseas Awards

- i. If the duration of the award is three (3) months or less, the awardee 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.

- 4) My circular #.33/1987 is hereby withdrawn
- 5) Please bring this circular to the attention of all the staff in your organization, particularly those who work in the Personnel Division and are responsible for processing training and leave matters.

J.E Sinclair
Permanent Secretary
Public Service Ministry.