

“YEAR OF SUSTAINED AND DISCIPLINED WORK”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 16/1989

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

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Accumulated Annual Vacation Leave

DATE: 1989-06-06

Please refer to the following extract from paragraph 3 of my Circular No. 13/1985 dated 29th May, 1985 on the subject “Implementation of new vacation leave system for Public Servants on Pensionable Establishment”: -

“3. **BENEFITS**

It is envisaged that the new system will have several benefits. Some of these are: -

- (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 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 come to the attention of the Public Service Ministry that several employees have not proceeded on leave when due for one reason or another, thereby causing an accumulation of leave which may make it more difficult for you to roster leave in the long run.
 3. I should, therefore, be grateful if you would provide me with information on the leave situation in your organization as outlined in the Appendix hereto, in respect of both pensionable and non-pensionable employees, on or before 1989-06-20.
 4. Please bring the contents of this Circular to the attention of those persons who deal with personnel matters in your Ministries / Departments / Regions immediately.

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J.E. Sinclair,
Permanent Secretary,

Public Service Ministry.

LIST OF EMPLOYEES WITH OVER 42 DAYS LEAVE TO THEIR CREDIT

MINISTRY / DEPARTMENT / REGION

NAME OF OFFICER	DESIGNATION	NO. OF DAYS	STATE SPECIFIC REASON/S FOR ACCUMULATION OF LEAVE IN EACH CASE AND THE AUTHORITY FOR DEFERMENT	STATE THE AMOUNT OF LEAVE TO BE GRANTED <u>IN 1989</u>