

**“YEAR OF INTENSIFIED EFFORT AND GREATER SELF-RELIANCE”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO.**  
**20/1990**

**REFERENCE NO. PS:17/ 0 VIII**

FROM: Permanent Secretary,  
Public Service Ministry

**SUBJECT:**

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

Utilization of Vacation Leave Entitlement for  
1990.

DATE: 1990-09-24

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Consequent upon the results of the survey which should have taken by now (in terms of paragraph 4 of my Circular #. 8 / 1990 dated 1990-01-31), I should be grateful if you would provide me with the data outlined in the Appendix to this circular, in respect of all employees in your Organisation (i.e. pensionable and non-pensionable) not later than 1990 –10-31.

2. I also wish to urge you to continue granting the remainder of leave entitlement (earned in respect of service give in 1989) so as to ensure that the entire amount is utilized by 30/11/90.
3. Finally, I wish to remind you that the practice is still in force whereby vacation leave should not be granted in December except in special cases with the approval of this Ministry.

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J.E Sinclair  
Permanent Secretary  
Public Service ministry

PENSIONABLE EMPLOYEES

| (1)  | (2)  | (3)  |
|--|--|--|
| Number and percentage of staff granted <u>entire</u> annual vacation leave | Number and percentage of staff granted <u>some</u> of the annual vacation leave. | Number and percentage of staff <u>not</u> granted any vacation leave |
| 100 employees representing 10% of staff                                    | 800 employees representing 80% of staff  | 100 employees representing 10% of staff                              |
| Total number of pensionable staff -1000                                    |  |  |

NON -PENSIONABLE EMPLOYEES

| (1)   | (2)  | (3)  |
|---|--|--|
| Number and Percentage of staff granted <u>entire</u> annual leave | Number and percentage of staff granted <u>some</u> of the annual leave | Number and percentage of staff not granted any annual leave. |
| 25 employees representing 10% of staff                            | 200 employees representing 80% of staff                                | 25 employees representing 10% of staff                       |
| Total number of non-pensionable staff -250                        |  |  |