

“THE YEAR OF CONTINUITY, INNOVATIVE ACTION AND SUPREME CONFIDENCE”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 2/1991

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

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Scheduling of Vacation Leave

DATE: 1991-01-17

Kindly continue to observe the instructions given in my Circular No. 8/1990 dated 1990-01-31 (which is attached).

J.Mc Curdy
For Permanent Secretary
Public Service Ministry

“YEAR OF INTENSIFIED EFFORT AND GREATER SELF-RELIANCE ”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 8/1990

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: 1990-01-31

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 calendar year for deferment or payment of 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 annualized 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 or ten years without leave. This would tend to lead to an impairment of both health and performance on 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 organization does not suffer.
 4. As a follow-up to the foregoing, you are requested to carry out a survey within your organization at the end of June, 1990 with a view to monitoring the grant of leave to employees during the first half of the year. You must ensure that arrangements are put in place for the grant of any remaining leave during second half of the year.

5. Please bring this Circular to the attention of all staff in your organization, particularly Heads of Divisions/section and staff attached to the Personnel Divisions/units.

J.E. Sinclair
Permanent Secretary
Public Service Ministry