

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

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 3/1991**

**REFERENCE NO. PS:17/0<sup>VIII</sup>**

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Vacation Leave Categories – Qualifying Salary  
Limits.

DATE: 1991-01-23

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Consequently on the adjustment of wages and salaries in the public Service with effect from 15<sup>th</sup> June, 1990, qualifying salary limit for each leave category mentioned at paragraph 1 of this Ministry’s Circular No. 6/1990, dated 24<sup>th</sup> January 1990, has been adjusted as set out in column 3 below: -

(1)	(2)	(3)
LEAVE CATEGORY	QUALIFYING SALARY LIMITS WITH EFFECT FROM 1st August 1989 to 31 <sup>st</sup> December, 1989	ADJUSTED QUALIFYING SALARY LIMITS WITH EFFECT FROM 15 <sup>th</sup> June, 1990
A	Salary from \$2,569.55 per month	Salary from \$3,079.35 per month
B	Salary from \$1,868.42 per month to \$2,569.54 per month	Salary from \$2,239.12 per month to \$3,079.34 per month.
C	Salary from \$1,502.63 per month to \$1,868.41 per month	Salary from \$1,800.75 per month to \$2,239.11 per month
D	Salary from \$1,250.63 per month to \$1,502.62 per month	Salary from \$1,498.75 per month to \$1,800.74 per month
E	Salary <u>under</u> \$1,250.63 per month.	Salary <u>under</u> \$1,498.75 per month

2. I wish to remind you that when officers proceed on leave during 1991, the adjusted qualifying salary limits set out in column 3 of the schedule must be used to determine leave entitlement and vacation allowance for service given during 1990. I take this opportunity to remind you also that since the introduction of the Merit Awards

Scheme in 1986, Merit Award has not, and should not, be included in an employee's salary in order to determine his placement in the appropriate leave category.

3. Please also note that only officers who have been promoted during 1990 and their increased salaries have placed them in a higher category, would qualify for greater leave entitlement during 1991.
4. Kindly bring this Circular to the attention of all staff in your Ministries/Departments/Regions, and particularly those in your Personnel and Accounting Divisions who deal with matters relating to the grant of vacation leave and vacation allowances.

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J. E. Sinclair  
Permanent Secretary,  
Public Service Ministry.

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