

“YEAR OF GOOD ORDER, HIGH PRODUCTIVITY AND ENHANCED REWARDS”

**OFFICE OF THE PRESIDENT,
PUBLIC SERVICE MANAGEMENT**

CIRCULAR NO. 5/1992

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

FROM: Permanent Secretary,
Office of the President,
Public Service Management.

SUBJECT:

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

**(i) Increase in vacation allowance and payment of
vacation allowance in cash.**

(ii) Amendment to Public Service Rule H6.

DATE: 1992-01-27

Consequent upon a review of the current rates of vacation allowance payable in the Public Service. Cabinet has given approval for the payment with effect from 1st January, 1991 of an increased vacation allowance of one (1) month's basic salary to all permanent pensionable workers. Basic salary at 31st December, 1991, and every year thereafter, should be used to determine the amount of allowance payable to individual workers.

2. Approval has also been given for the following to be done:-
 - (a) the mode of utilization of the vacation allowance being liberalized to allow officers, who so desire, to receive their allowance in cash, subject to it being taxed;
 - (b) payment of the allowance being made even though a Public Servant may not proceed on the entire amount of vacation leave earned during 1991 or thereafter;
 - (c) the Ministry of Finance and the Office of the President, Public Service Management, collaborating in a review of the future use of the vacation allowance for investment in agricultural ventures.
3. With reference to paragraph 2(b) above, where an officer is not permitted through the exigencies of the Service, to proceed on the minimum number of twenty one days vacation leave as required by Rule H6 of the Public Service Rules, the Permanent Secretary or Head of Department should so certify to the Accountant General with a request for payment of the vacation allowance. Full reasons in support of the request should be given at the same time.
4. Pending completion of the review mentioned at paragraph 2(c) above, the use of vacation allowance for investment in agricultural ventures is hereby suspended. Investment in the other existing approved areas will however continue.
5. Please note that the existing amounts of vacation leave in the various leave categories remain unchanged.
6. Appendix H1 (to Rule H1) and Rule H6 of the Public Service Rules are hereby amended accordingly.
7. Please bring this Circular to the attention of all permanent pensionable staff and Personnel Officers in your organizations.

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Paula A. Mohamed,
Permanent Secretary,
Office of the President,
Public Service Management.