

OFFICE OF THE PRESIDENT
PUBLIC SERVICE
MANAGEMENT

CIRCULAR NO. 8/1993

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

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Deferred Vacation Leave.

DATE: 1993-05-05

It has come to the attention of the Office of the President, Public Service Management, that several employees have not proceeded on leave when due for one reason or another, thereby causing significant accumulation of leave.

2. I should, therefore, be grateful if you would provide me with information on the deferred leave situation in your organisation in the format outlined in the Appendix hereto, in duplicate, on or before 1993-05-31. Computerised LISTS should be submitted where possible.
3. Please bring the contents of this Circular to the attention of those persons who deal with personnel matters in your organisation for their immediate attention.

J. Mc Curdy
for Permanent Secretary (ag)
Office of the President
Public Service Management

Cj:

MINISTRY/DEPARTMENT/REGION:

Schedule of Employees, from the Level of GS: 8 and above, who have 84 days: Deferred” Leave or more to their Credit.

No.	Name of Officer	Designation	Total No. Of Days “Deferred” Leave	Authority for Approval of “Deferred” Leave	Break-down of “Deferred” Leave per year

