

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 6/1997

REFERENCE NO. PS: 17/0 IV

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment of Vacation Allowance

DATE: 1997-04-04

Consequent upon a review of the Circumstances under which vacation allowance is payable, cabinet has given approval for the following:-

- (a) The payment of annual vacation allowance (tax-free) to employees on the Permanent Pensionable Establishment in April of each year by their respective Ministries, Departments and Regions;
 - (b) Payment of vacation allowance (tax-free) to Contract Officers on the anniversary dates of their appointments as provided for their contracts.
2. Employees would not be required to apply for vacation leave to facilitate payment of vacation allowance.
 3. The effective date of the approval outlined above is 1st January, 1997 (i.e. in respect of vacation allowance earned in 1996).
 4. This circular supersedes my Circular No. 9/1993 dated 5th May, 1993, and should be read in conjunction with Ministry of Finance Circular No. 13/1996 dated 2nd October, 1996.
 5. Please bring this circular to the attention of all pensionable employees and those persons who deal with Personnel and Accounting matters in your organizations, so that payment of the allowance can be made this month as approved.

R. Sivananad A. A.
Permanent Secretary
Public Service Management
Office of the President