

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

**CIRCULAR**  
**MEMORANDUM**

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

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

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

**SUBJECT:**

Deferment of Vacation Leave for more than two (2)  
years

DATE: 1999-06-29

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1. I refer to the discussion on the above subject at the Permanent Secretaries meeting on Friday 19<sup>th</sup> February, 1999, and also to Public Service Management Circulars 3/1990 dated 1990-01-10, 25/1992 dated 1992-10-21 and Public Service Rule H16, copies of which are attached.
  2. Please be reminded that as a consequence of the discussions, you were requested to forward in writing your concerns, if any, as they relate to the policy and rule on the deferment of vacation leave for more than (2) years. This information is needed for the preparation of a Discussion Paper to be presented at the next Permanent Secretaries Meeting.

Kindly submit your responses by 30<sup>th</sup> July, 1999.

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G. Husbands  
For Permanent Secretary  
Public Service Management  
Office of the President

**“YEAR OF INTENSIFIED REPORT AND GREATER SELF RELIANCE”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 3/1990**

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

FROM: Permanent Secretary,  
Public Service Ministry.

**SUBJECT:**

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

- (i) Deferment of Leave
- (ii) Payment of salary in lieu of leave.

DATE: 1990-01-10.

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I wish to inform you that until further notice, the Public Service Ministry would not be processing requests relating to deferment and payment of salary in lieu of leave. This includes cases which have already been submitted to this Ministry, and for which decisions are being awaited.

2. You are therefore advised that, with immediate effect, all requests in the above regard should be forwarded to the Head of the Presidential Secretariat for consideration and approval.

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

**Extract From Public Service Rules 1987.**  
**Deferred vacation leave.**

H16

- 1) Public Servants who have applied for and are required in writing to defer their vacation leave in any calendar year may treat this as deferred leave and add it to the vacation leave for which they are eligible in the following year.
- 2) No Public Servant should be refused the grant of vacation leave on the ground of exigencies of the service in two consecutive years, save in exceptional circumstances with the approval of the Permanent Secretary, Public Service Ministry.

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

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

**CIRCULAR NO. 25/1992**

**REFERENCE NO. PS: 17/0**

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

**SUBJECT:**

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

(i) Deferment of Leave.  
(ii) Payment of salary in lieu of Leave.  
(iii) Approval of Deferred Leave.

DATE: 1992-10-21

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Please refer to Public Service Ministry Circular No. 3/1990 dated 1990-01-10 attached hereto, which advised that the processing of requests relating to “deferment” and “payment of salary in lieu of leave” should be addressed to the Head of the Presidential Secretariat instead of the Public Service Ministry.

2. It has been decided that the Permanent Secretary, Office of the President, Public Service Management should assume the responsibility for examining and settling the above requests with immediate effect.

3. In forwarding the above requests for my consideration the following information should be supplied:-

(a) **Requests for Deferment of Annual**  
**Vacation**  
**Leave.**

- the full reasons why the leave was not granted when it was due.
- the computation of the leave showing the yearly entitlement.

(b) **Requests for Payment of Salary in Lieu**  
**of**  
**Leave.**

- the computation of the leave showing the yearly entitlement.
- copy of the Public Service Commission’s approval to close a leave tour, in the case of leave earned prior to 1985-01-01.
- an indication of the availability of funds to make payment.

4. I invite your attention to the prescriptions of Rule H16 of the Public Service Rules, 1987, concerning the deferment of vacation leave. In processing and granting approval of requests for annual vacation leave

which was deferred in terms of this Rule. You must ensure that the leave is granted in such a manner that the work of your organization does not suffer.

5. Please bring this Circular to the attention of the relevant officers in your organization.

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J. McCurdy,  
For Permanent Secretary,  
Office of the President,  
Public Service Management.