

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 3/2000

REFERENCE NO. PS:17/0

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Scheduling of vacation leave

DATE: 2000/ 01/12

It has been observed that during the latter half of each calendar year, there is usually an upsurge of requests for deferment of or payment in lieu of vacation leave due to employees of several Ministries/Departments/Regions.

I wish to request that greater efforts be made to prepare vacation leave rosters at the beginning of each year and to ensure that, as far as practicable, employees are granted their vacation leave in accordance with the roster.

Completed copies of leave rosters for all agencies must be submitted to this ministry by 2000/01/31. Only in exceptional cases must leave be deferred and this Ministry must be notified in advance of any changes of dates and the reasons therefore. The new dates should also be recommended. Failure to comply would result in non-payment or forfeiture of leave.

Please also submit to this Ministry by 2000/01/31 the names, designation and total number of days of deferred leave, which officers have to their credit at 1999/12/31.

N.K Gopaul
Permanent Secretary
Public Service Management
Office of the President.