

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 7/2000

REFERENCE NO. PS:17/0

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Grant of Vacation Leave by Salary Grades

DATE: 2000-01-24

You will recall that in accordance with previous policy, vacation leave was granted to Public Servants based on salary limits and these salary limits were approved by the issuance of circulars from this Ministry.

2. As you are aware, the last qualifying salary limits were adjusted in 1993, when this Ministry's Circular No. 3/1993, dated 26th February, 1993 was issued. Since then salaries have increased consistently over the years and the qualifying salary limits have not been correspondingly adjusted.
3. Following the Job Evaluation Exercise, whereby two revised 14 band salary structures were implemented with effect from 1st July, 1993, and from July, 1994 respectively, and with the non-issue of relevant leave Circulars since 1993, some employees have become doubtful of their leave entitlements.
4. In order to avoid the uncertainty which exists, a review has undertaken, and the following four (4) categories in the grading structure as set out below, will apply with effect from 1st January, 2000, for services rendered during 1999.

CATEGORY	GRADES	ENTITLEMENT
A	GS:10 to GS:14	42 days
B	GS: 7 to GS: 9	35 days
C	GS: 4 to GS: 6	28 days
D	GS: 1 to GS: 3	21 days

5. As a consequence of the above decision, employees who were enjoying leave in higher categories prior to the implementation of the 14 Band salary structure should continue to do so. However, those employees who moved to higher leave categories unauthorisedly, should now revert to their correct leave categories based on their GS grades.
6. Please note that only employees who have been promoted to positions which are graded on higher salary bands would qualify for higher leave entitlement during 2000.

7. In cases of doubt you are requested to contact the Chief Personnel Officer or Principal Personnel Officers on telephone nos. 72292, 62963 or 60412 respectively.
8. Please bring this circular to the attention of all staff in your Ministries/Departments/Regions and particularly those in your Personnel and Accounting Divisions who deal with matters pertaining to the grant of vacation leave.

N.K. Gopaul
Permanent Secretary
Public Service Management