

“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”

PUBLIC SERVICE MINISTRY

CIRCULAR NO. 10/2000

REFERENCE NO. PS:17/0

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Payment in lieu of leave.

DATE: 2000-04-26

I refer to my circular no. 3/2000 dated 2000-01-12 on the subject “Scheduling of Vacation leave”.

2. The Secretary to the Treasury has raised concern over the rising frequencies of requests by public servants and other public employees to the Public Service Management, Office of the President, for payment in lieu of leave. This places a strain on the financial resources of the Ministry of Finance, since no provision is made in the Estimates to meet such unbudgeted expenses. The Secretary to the Treasury has also issued a directive that the Ministry of Finance will not meet the unbudgeted expenses in the future.
3. This Circular serves to remind all Heads that proper attention is given to ensure that staff are allowed to proceed on leave in a timely manner and in accordance with the leave roster. All leave in arrears must also be cleared up over the (18) months.
4. Only in exceptional circumstances would approval be given by this Ministry to requests for payment in lieu of leave to Public Servants and other categories of workers under our control. Any request for payment in lieu of leave must indicate that unbudgeted expense can be met from current resources, without jeopardizing the implementation of the current programmes of the particular agency. The reason(s) for such payment must be absolutely mitigating.
5. Please bring this circular to the attention of all staff in your organization.

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