

**“YEAR OF PURPOSEFUL ECONOMIC ADJUSTMENT”**

**PUBLIC SERVICE MINISTRY**

**CIRCULAR NO. 13/2000**

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

FROM: Permanent Secretary,  
Public Service Ministry

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

DATE: 2000-05-12

**SUBJECT:**

**Eligibility for Vacation Leave and Allowance Based  
Exclusively “On the Job” Service.**

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It has come to notice, that in some cases, public officers who have been reinstated and resumed work, after a prolonged period of absence on account of interdiction, dismissal, or special leave, had been granted vacation leave and vacation allowance in respect of the periods they were absent from duty.

2. There is no valid authority for this, since implicit in the Public Service Rules, eligibility for the grant of vacation leave and vacation allowance is based exclusively on satisfactory “on the job” service; and not over any considerable period, during which an officer is “off the job” and absent from duty, for whatever reason.
3. Therefore, the unauthorized approval of vacation leave and vacation allowance, under reference should be discontinued forthwith.
4. This Circular takes immediate effect and must be brought to the attention of all employees in your Ministry, Department and Region, especially those who work in the Personnel section and are responsible for processing such matters as deferred vacation leave and vacation allowances.

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