## PUBLIC SERVICE MINISTRY CIRCULAR No 3/2002 Ref No.PS:17/0<sup>(ix)</sup>

FROM: Public Service Ministry.

<u>SUBJECT</u> Granting of Vacation Leave.

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

DATE: 2002-05-13.

It has been observed that throughout the Public Service, Permanent Secretaries, Heads of Departments and Regional Executive Officers have been entertaining and approving requests from Public Servants, under their control, for vacation leave for extremely short periods. In several cases these periods are as short as one (1) day.

- 2. This situation, other than being disruptive, reflects very poor planning, and ineffective management of the human resources under your control. Additionally it can result in persons receiving more leave than they are entitled to. As you are aware, 42 days, 35 days, 28 days, and 21 days all correspond to 5, 4, and 3 calendar weeks respectively. Accordingly, leave should be taken in calendar weeks and not for specified days.
- 3. In an effort to assist more careful planning and help to better utilize the services of employees, it has been decided, that with immediate effect you should ensure that employees apply for, and are granted leave in tranches of two (2) weeks, on each occasion, with a maximum of three such occasions, annually.
- 4. The requirement above, will necessitate carefully maintained leave rosters at every level of the Ministry, Department, and Region, and Permanent Secretaries, Heads of Departments and Regional Executive Officers are expected to ensure that these rosters are maintained by sufficiently senior officers, throughout those levels.
- 5. It is necessary for me to reiterate at this juncture that requests for deferment of vacation leave should only be entertained in cases of exceptional circumstances. These requests must be referred to this Ministry for consideration and should set out fully all supporting reasons. <u>Please note that leave not properly deferred and approved by this Ministry</u>, within the leave period will not be subsequently <u>approved by this Ministry</u>. You are to also submit to this office a detailed report on all outstanding leave to members of staff in your Ministry/Department or Region.
- 6. This Circular supercedes all previous rulings in this regard.
- 7. Your strict compliance with the above is required
- 8. Please bring the contents hereof to the attention of all employees in your Ministry, Department and Region especially those who work in the Personnel and Accounting Divisions.

*Dr.N.K.Gopaul,* Permanent Secretary, Public Service Ministry.