

**PUBLIC SERVICE MINISTRY**

**CIRCULAR No. 4 of 2004**

FROM: Permanent Secretary  
Public Service Ministry

REFERENCE No. PS: 17/0<sup>IX</sup>

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

**SUBJECT**  
Requests for payment of  
Salary in Lieu of Leave

DATED: 2004-10-11

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Several requests have been received in this Ministry for the payment of salary in lieu of leave for public servants, who have outstanding leave to their credit .We have previously indicated that this practice should be discontinued since Officers are expected to proceed on leave annually. Further, it was also indicated that only in exceptional circumstances would requests for payment in lieu of leave be entertained.

Because these requests are not generally covered in the budget allocations for Ministries/Departments/regions they can pose difficulties to Agencies allocation .It is therefore necessary that the requests for payment in lieu of leave be carefully monitored.

Consequently, with immediate effect, any request for payment in lieu of outstanding leave (and this should be in extreme circumstances) should be processed to the Secretary to the Cabinet, outlining the justification for such a request and indicating whether funds are available to meet the expenditure.

Please bring the contents of this circular to the attention of all employees in your Ministry/Department/Region especially those who work in the Personnel and Accounting Units.

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*DR. N. K. GOPAUL*  
*PERMANENT SECRETARY*  
*PUBLIC SERVICE MINISTRY*