

PUBLIC SERVICE MINISTRY

CIRCULAR NO.3/2006

REFERENCE NO.PS: 17/0(9)

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT:

Request for payment of Salary in Lieu of Leave

DATE: 14th February, 2006

Several requests have been received by this Ministry for the payment of leave 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 request for payment in lieu of leave will 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.

All requests for such payment of Salary in Lieu of Leave must be sent to the Permanent Secretary, Public Service Ministry, for verification that the deferral was properly authorised. Therefore, the matter will be processed to the Head of the Presidential Secretariat. You are to outline also the justification for such a request and indicate whether funds are available to meet the expenditure.

It has also come to a situation where, if leave is not taken and not properly deferred, it will be forfeited. Please be reminded that the only authority for the deferral of leave is the Public Service Ministry.

Please bring contents of this circular to the attention of all employees in your Ministries/Departments/Regions especially those who work in the Personnel and Accounting Units.

This Circular supersedes my Circular #4/2004.

Dr. N. K. GOPAUL
Permanent Secretary
Public Service Ministry