

FROM: Permanent Secretary,  
Public Service Ministry

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

**SUBJECT:**

Grant of Vacation Leave by Salary Grades  
for Employees on Contract

DATE: 2008-04-21

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You will recall that in accordance with previous policy, vacation leave was granted to Public Servants based on salary limits and these salary limits were approved by the issuance of circulars from this Ministry.

2. A review has been undertaken, and the following four (4) categories in the grading structure as set out below, will apply with effect from 1<sup>st</sup> May2008, for services earned.

CATEGORY	GRADES	
		ENTITLEMENT
A	GS:10 to GS:14	35 days
B	GS: 7 to GS: 9	28 days
C	GS: 4 to GS: 6	21 days
D	GS: 1 to GS: 3	14 days

3. In cases of doubt you are requested to contact the Central Personnel Division on telephone nos.62963 or 51341 respectively.
4. Please bring this circular to the attention of all staff in your Ministries/Departments/Regions and particularly those in your Personnel and Accounting Divisions who deal with matters pertaining to the grant of vacation leave.

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**Permanent Secretary**  
**Public Service Ministry**