

FROM: Permanent Secretary,
Public Service Ministry

SUBJECT:

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

Amendment to circular # 10 of 1993

- (a) Sick Leave
- (b) Traveling expenses of Interior-based
Public Servants

DATE: 2008-05-08

Government's current policy concerning sick leave to Public Servants and traveling expenses of interior-based Public Servants, which was not reflected in the 1987 Edition of the Public Service Rules, is now shown in the attachment.

Legible copies of all Sick Leave Certificates issued to public servants by Medical Practitioners must be forwarded to the Permanent Secretary, Public Service Ministry by all Permanent Secretaries, Heads of Departments and Regional Executive Officers.

Please bring this Circular to the attention of all employees in your Ministries/Departments/Regions, and in particular to the attention of those who work in Personnel Divisions and are responsible for processing such matters.

My circular under reference is hereby amended.

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Permanent Secretary,
Public Service Ministry.

PUBLIC SERVICE RULES – SICK LEAVE

SICK LEAVE – PENSIONABLE EMPLOYEES

- H41 (1) A pensionable employee may be granted by his/her Permanent Secretary/Head of Department/Regional Executive Officer sick leave not exceeding 28 days in any one year. Absences of half-a-day on account of illness will count as sick leave.
- (2) Extension of sick leave beyond 28 days with full salary may be granted by the Secretary, Public Service Commission for any period not exceeding six calendar months, in the first instance, and when there is a reason to believe that the public servant will ultimately be fit for further service, for a further period of six months with half salary. Any further extension of leave still be decided on the merits of the case and shall be without pay.

SICK LEAVE – NON-PENSIONABLE EMPLOYEES

- H42 (1) A non-pensionable employee may be granted by his/her Permanent Secretary/Head of Department/Regional Executive Officer sick leave not exceeding 14 days in any one year. Absences of half-a-day on account of illness will count as sick leave.
- (2) Extension of sick leave beyond 14 days with full salary may be granted by the Secretary, Public Service Commission for any period not exceeding six calendar months, in the first instance, and where there is a reason to believe that the employee will ultimately be fit for further service, for a further period of three months with half salary. Any further extension of leave still be decided on the merits of the case and shall be without pay.

SICK LEAVE – OPEN VOTE EMPLOYEES

- H44 Where for reasons of sickness an employee cannot attend at the place of employment at the time appointed, he/she must endeavour to send notice of his/her absence to his/her supervisor as soon as practicable on the same day of the absence.

SICK LEAVE UP TO THREE DAYS

- H45 Permanent Secretaries, Heads of Departments and Regional Executive Officers may grant up to three days sick leave to an employee on account of illness, which they believe to be genuine, without the production of a

medical certificate. In such case, the employee is under an obligation to return to duty as soon as he/she is fit, whether or not he/she has been absent for three days.

PRODUCTION OF MEDICAL CERTIFICATE

H46 (1) Permanent Secretaries, Heads of Departments and Regional Executive Officers may grant sick leave for a period exceeding three days upon production of a medical certificate fully setting forth the nature and probable duration of the illness, and the amount of sick leave considered necessary. The required medical certificate shall be given free of charge by a Government Medical Officer on production by the employee of a certificate of identification signed by a responsible officer of his/her organization. A certificate from a private registered medical practitioner may be submitted at the option of the employee. But in either case the medical certificate to be produced must take the form set out hereunder.

MEDICAL CERTIFICATE (CONFIDENTIAL)

I hereby certify that I have examined
.....
on in my opinion he/she is suffering
from
and is recommended for days leave. I have given
this certificate at the request of the above named patient in order that
he/she may obtain the necessary leave.

Signature of
Medical
Officer
or
Practitioner

..... 19...

(2) If a medical certificate does not disclose the nature of the illness the Permanent Secretary/Head of Department/Regional Executive Officer should arrange to have the employee examined by a medical officer without delay.

- (3) If it appears to an employee that he/she is likely to be absent from duty for more than three days, he/she must submit as soon as possible (i.e., without waiting for the expiration of three days) the medical certificate required under sub-paragraph (1). In no circumstance will sick leave be granted for more than three days unless a medical certificate is produced. This certificate, unless required by the Permanent Secretary, Head of Department or Regional Executive Officer when the application for sick leave is first submitted, should be obtained as soon as it becomes apparent that the employee will not be able to return to duty within three days. **Failure either to return to duty or to produce a medical certificate at the end of three days will render the employee liable either to have the unauthorized absence charged to his/her annual vacation leave or, if the circumstance warrants to dismissal.**

VISIT OF GOVERNMENT MEDICAL OFFICER

- H47 **If the Permanent Secretary/Head of Department/Regional Executive Officer has reason to think that the excuse given (verbally or by medical certificate) for absence from duty is not genuine, he/she shall arrange for the employee to be examined without delay by a Government Medical Officer, who shall make a report.**

ABSENCE FROM DUTY OF PERMANENT SECRETARY/HEAD OF DEPARTMENT NOT UNDER MINISTERIAL CONTROL

- H48 (1) The Permanent Secretary, Public Service Management shall be notified immediately of the absence from duty through illness or accident of Permanent Secretaries and Heads of Departments not under Ministerial control. The Head of the Presidential Secretariat and the Secretary, Public Service Commission shall also be notified and an immediate report made on return to duty.
- (2) Permanent Secretaries and Heads of Departments not under Ministerial control absent from duty on account of illness for a longer period than three days shall send a medical certificate to the Secretary, Public Service Commission.

SPECIAL SICK LEAVE IN RELATION TO INJURY SUSTAINED IN COURSE OF DUTY.

- H49 The period which an employee is absent (supported by a medical certificate) following an injury sustained in the course of his/her duty shall not be charged against his/her leave.

PUBLIC SERVICE RULES – POLICY RE: TRAVELLING EXPENSES OF INTERIOR-BASED PUBLIC SERVANTS

Travelling expenses of Public Servants serving in the interior

- J42 The traveling expenses of Public Servants posted to serve in the interior shall be allowed on the following conditions: - (“interior” means the area administered by the Principal Regional Development Officer Hinterland Affairs including the township of Bartica and its environs and the upper Berbice and Corentyne Rivers).

Travelling expenses while on Annual Vacation Leave

- J43 When a Public Servant travels on Annual Vacation Leave, return fares to and from his/her established place of residence for himself/herself, his/her spouse and children may be paid once each calendar year, provided that the Public Servant has been resident at a station in the interior for not less than six months.

Return passages in case of illness.

- J44 In the case of serious illness of a Public Servant, his/her spouse or children, the cost of the return passages for the sick person and a companion will be paid, provided a certificate is produced from a Government Medical Officer attesting seriousness of the illness.

Passages for Public servant’s children attending school and for his/her spouse.

- J45 When one or more children of a Public Servant are necessarily separated from the family to attend school, he/she will be allowed two return fares in respect of each child per calendar year up to a limit of three (3) children. When the Public Servant’s spouse lives in away from the Public Servants station solely in order to be with his/her child/children at school, he/she will be allowed two return fares per annum.

MODE OF TRANSPORT.

- J46 Passages will be by Transport and Harbours Department services except to and from the Rupununi Districts, the upper Mazaruni

Amerindian Reservation, Kurupung and such other areas as may be specified from time to time, in which cases the cost of air passages by Guyana Airways Corporation Services will be paid. Where persons who should travel by Transport and Harbours Department Services elect to travel by air instead, only the cost of fares by transport and Harbours Department Services will be refunded.