

FROM: Permanent Secretary,
Public Service Ministry

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

SUBJECT

Granting of Time-Off to full-time
Employees to attend Educational Institutions

DATE: April 20, 2009

It has been brought to our attention that Agencies and Departments are experiencing performance difficulties as a result of time-off being granted to various categories of staff to attend Educational Institutions. In order to avert the intensification of these adverse effects, the following instructions shall be adhered to.

2. You are hereby advised that with immediate effect, no time-off for study purposes should be granted to staff, unless approval is obtained from the Public Service Ministry.
3. When making a request for time-off for approval from the Public Service Ministry in respect of any staff member, the following information must be submitted:
 - a. Justification of the relevance of the studies to the Agency
 - b. Employment record of the staff
 - c. No objection from the Accounting Officer
 - d. No objection from the Teaching Service Commission in the case of teachers
 - e. Verification that the duties of the staff to be granted time-off will be performed by a substitute
 - f. Mechanism to be employed to ensure the staff's return to the agency, after completing studies.
4. Any breach of this instruction shall result in disciplinary action being taken against the defaulting Officer or Officers.
5. Please bring the contents of this circular to the attention of all Officers working in the Personnel Divisions or Sections.

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**Permanent Secretary,
Public Service Ministry.**