

# *Circular 4/2011*

**FROM:** Permanent Secretary,  
Public Service Ministry

Ref No. PS: 17/0

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

**Subject**  
Granting of Vacation Leave in  
December

**DATE:** 15<sup>th</sup>. November, 2011

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Your attention is brought to the Public Service Ministry's circular # 13/1985 dated 1985-05-29, relative to the implementation of the new vacation leave system for Public Servants.

It has been observed that throughout the Public Service, Permanent Secretaries, Heads of Departments and Regional Executive Officers have been entertaining and approving requests from Public Servants, under their control, for vacation leave during the month of December.

This situation, other than being disruptive, reflects poor planning, and ineffective management of the human resources under your control and it has been decided that, with immediate effect employees shall not be allowed to proceed on vacation beyond the 15<sup>th</sup>. Day of December in any calendar year.

In an effort to ensure more careful planning, you are required to ensure that the leave roster for your agencies is prepared by the 15<sup>th</sup>. January of each year beginning from the year 2012 and a copy must be submitted to this Ministry no later than 31<sup>st</sup> January.

The requirement above will necessitate careful maintained leave rosters at every level of the Ministry, Department and Region, and Permanent Secretaries, Heads of Departments and Regional Executive Officers are expected to ensure that rosters are maintained by the appropriate officers within your agencies.

It is necessary for me to reiterate at this juncture that, requests for deferment or payment for vacation leave would only be entertained in cases of extremely exceptional circumstances. These requests must be referred to this Ministry for consideration and should set out fully all supporting reasons. You are to also submit to this office a detailed report immediately on all outstanding leave to members of staff in your Ministry/ Department or Region.

This Circular supercedes all previous rulings in this regard.

Your strict compliance with the above is required.

Please bring the contents hereof to the attention of all employees in your Ministry, Department and Region especially those who work in the Personnel Divisions.

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Permanent Secretary,  
Public Service Ministry.