

**FROM:** Permanent Secretary,  
Ministry of the Presidency  
**Department of Public Service**

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

**SUBJECT**  
**Request for the Grant of Study Leave**

**DATE:** 13<sup>th</sup> January 2017

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Recently, there has been an upsurge of requests from Ministries, Regions and Agencies for approval to be given for the employees in the Public Service to be granted **Study Leave with pay** and **Study Leave without pay** to pursue higher education.

In an effort to provide guidance and mitigate against submissions being made, which do not accord with the regulations appertaining to the grant of Study Leave, the policy is reproduced herein.

- a) Employees, who have been employed in the Public Service for not less than a period of five (5) continuous years of Pensionable Service or more, could be granted Study Leave **with pay** to pursue a Bachelors Degree or, Post Graduate qualifications.
- b) Employees who have been employed in the Public Service and have less than five (5) continuous years but more than three (3) years Pensionable Service could be granted **Study Leave without pay** to pursue a Bachelors Degree or Post Graduate qualifications.

The Department of the Public Service further advises that the policy relating to the grant of Time-off to attend University of Guyana and other educational institutions would be strictly adhered to from here onwards.

Please bring the contents of this Circular to the attention of all Officers concerned and especially those Officers in the Personnel Unit.

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Reginald Brotherson  
Permanent Secretary  
Ministry of the Presidency  
Department of the Public Service.