

MINISTRY OF PUBLIC SERVICE

CIRCULAR NO. 1/2022

REFERENCE NO. PS:17/0

FROM: Permanent Secretary,
Ministry of Public Service

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

SUBJECT:

Scheduling of vacation leave and submission of
Leave Rosters

DATE: 2022/ 01/18


It has been observed that during the latter half of each calendar year, there is usually an upsurge of requests for deferment of or payment in lieu of vacation leave due to employees of several Ministries/Departments/Regions.

The Ministry of Public Service wishes to request that greater efforts be made to prepare vacation leave rosters at the beginning of each year and to ensure that, as far as practicable, employees are granted their vacation leave in accordance with the roster.

Completed copies of leave rosters for all agencies for staff GS:9 and above must be submitted to this Ministry by 2022/01/31. Only in exceptional cases must leave be deferred and this Ministry must be notified in advance of any changes of dates and the reasons thereof. The new dates should also be recommended. Failure to comply would result in non- payment or forfeiture of leave.

It should be noted that, Permanent Secretaries, Heads of Departments and Regional Executive Officers **MUST** inform this Ministry when proceeding on vacation leave.

Please also submit to this Ministry by 2022/01/31 the names, designation and total number of days of deferred leave, which officers have to their credit at 2021/12/31.


Soyinka Grogan M.S.
Permanent Secretary
Ministry of Public Service

PERMANENT SECRETARY
Ministry of Public Service