

PERSONNEL DEPARTMENT CIRCULAR NO. 3 OF 1982

FROM: CHIEF PERSONNEL OFFICER

TO: ALL PERMANENT SECRETARIES, HEADS OF DEPARTMENT AND HEADS OF STATUTORY AUTHORITIES WHICH ARE SUBJECT TO THE STATUTORY AUTHORITIES ACT CHAPTER 24:01.

DATED: 14th May, 1982

SUBJECT: CALCULATION OF SICK LEAVE

1. I wish to inform you that, with effect from January 1, 1980, sick leave granted to Public Officers shall be calculated in working days. Accordingly:-
 - a. In the case of officers who do not work on shift, Saturdays, Sundays and Public Holidays shall not be included when determining the number of days sick leave to be taken into account in respect of the absence of an officer on sick leave; and
 - b. In the case of officers who work on shift, off days and Public Holidays shall not be included when determining the number of days sick leave to be taken into account in respect of the absence of an officer on sick leave.
2. For the avoidance of all doubt, it is explained that the period of two days referred to in regulation 85(2) of the Civil Service Regulations, Chapter 23:01, shall be read and construed to be two calendar days. Accordingly, an officer who does not work on shift and who is absent from duty on a Friday as well as the succeeding Monday shall be required to furnish a Medical Certificate in respect of his entire period of absence, even though for purposes of debiting his sick leave eligibility only two days sick leave shall be debited.
3. The following examples are set out to facilitate application of the terms of this Circular:-

“()” denotes days not to be deducted from officer's sick leave eligibility.

EXAMPLE 1:

On May 22, 1980, a Medical Practitioner issued a Medical Certificate recommending "seven (7) days sick leave" for an officer who does not work on shift. The officer would not be required to report for duty for seven consecutive days beginning on May 22, 1980; therefore, he should have reported for duty on May 29, 1980. In arriving at the number of days which should have been deducted from the officer's sick leave eligibility only those days on which the officer was expected to report for duty shall be counted.

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
22	23	(24)	(25)	(26)	27	28

In which event only four (4) days shall be deducted from his sick leave eligibility, Monday May 26, 1980 having been Whit Monday, a Public Holiday.

EXAMPLE 2

On May 22, 1980 a Medical Practitioner issued a Medical Certificate recommending "seven (7) days sick leave" for an officer who works on shift. The officer would not be required to report for duty for seven consecutive days beginning May 22, 1980; therefore, he should have reported for duty on May 29, 1980. In arriving at the number of days which should have been deducted from the officer's sick leave eligibility only those days other than Public Holidays, falling within the period of absence, on which the officer was expected to report for duty, shall be counted.

- i. where the officer's off duty fell on the 23rd and 24th May, 1980.

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
22	(23)	(24)	25	(26)	27	28

In which event only four (4) days shall be deducted from his sick leave eligibility, Monday, May 26, 1980 having been Whit Monday, a Public Holiday.

- ii. where the officer's off duty fell on the 25th and 26th May, 1980

Thursday	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday
22	23	24	(25)	(26)	(27)	28

Because one of the officer's off duty days is a public holiday, May 26, 1980, he is entitled to be credited with, an extra day off as compensation in lieu thereof. In which event only four (4) days shall be deducted from his sick leave eligibility.

4. Permanent Secretaries, Heads of Departments and Heads of Statutory Authorities which are subject to the Statutory Authorities Act, Chapter 24:01 are hereby requested to ensure that the sick leave eligibility of officers attached to their respective Ministries/Department/Authorities is adjusted in keeping with instructions set out at paragraph 1 above.

5. This Circular is issued with the agreement of the Public Services Association.

HILTON H. CUPID
CHIEF PERSONNEL OFFICER