

FILE NO. E: 4/1/13

Circular Memorandum No: 56

**FROM: Permanent Secretary
Ministry of Education**

**TO: School Supervisor I, II and III,
Principals, Secondary Schools**

DATED: 23rd March, 1992

SUBJECT: Application for Leave

I wish to draw to your attention that Principals of all Secondary schools are delegated the authority to grant occasional and sick leave to teachers for periods not exceeding two (2) days at any one time and within the teachers' normal leave eligibilities, as stated in Regulation 45 and 47 of the Education (Teaching Service) Regulations Chapter 39:01 of the laws of the Republic of Trinidad and Tobago quoted (inter alia) below:-

"83 . (1) A teacher is entitled to fourteen days occasional leave per year on full-pay for the purpose of attending to urgent private affairs but not more than seven days may be taken on any one occasion.

(2) The Supervisor may grant occasional leave for not more than two days. Such leave shall be entered in the Leave Book kept for that purpose.

(3) Applications for more than two days occasional leave shall be made in writing to the Minister through the Principal and the Supervisor who may attach their comments to the applications."

"47 : (1) Subject to sub-regulations (2) and (3), sick leave may be granted by the Minister to a teacher for a period not exceeding fourteen days annually and an application for sick leave shall be supported by a medical certificate signed by a registered medical practitioner.

(2) Where the period of absence from duty on account of illness does not exceed two days a teacher shall not normally be required to tender a medical certificate.

(3) Where a teacher habitually avails himself of the concession

provided for in sub-regulation (2), the Permanent Secretary, may require that teacher to submit to a medical examination by a government medical officer."

Applications for leave approved by Principals must be filed at the Schools and all leave taken must be recorded in a leave book kept for that purpose.

Applications for leave in respect of periods in excess of two (2) days must be submitted to this Ministry by the Principal accompanied by a statement of leave already taken for the year and his/her comments. The Secondary and Further Unit of this Ministry should be informed as soon as an officer exceeds his/her normal leave eligibility.

Principals are requested to inform the Secondary and Further Unit immediately of all teachers who:

- (a) do not resume duty at the beginning of the school term;
- (b) are absent from duty for more than two (2) consecutive days without prior approval;
- (c) do not report for duty on the expiration of approved leave.

These regulations must be strictly adhered to since an officer's salary must be stopped as soon as he/she has exceeded his/her leave eligibility or if he/she has not reported for duty.

Please note that Principals and Administrative Staff could be held liable for overpayments caused through delay in informing the Ministry of an officer's absence and as result could be subject to surcharge in accordance with Regulations 82 (2) of the Financial Regulations (Exchequer and Audit Act) which states as follows:

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| Determination of responsibility for overpayment | "82 | (1) | When an unauthorised payment or overpayment is discovered the person overpaid shall be informed and the incorrect rate of payment shall be stopped immediately. |
| | | (2) | Steps shall be taken to determine liability if any, of the person responsible for the payment when the sum paid cannot be recovered from the payee. |

Please request all members of staff to sign this Circular memorandum as evidence of having seen it.

Your co-operation in this matter will be greatly appreciated.

Gloria Kirton
Administrative Officer IV
Secondary and Further,
/f/ Permanent Secretary
Ministry of Education