

**DATED: 26 May, 1986**

**SUBJECT: SPECIAL LEAVE AND LEAVE OF ABSENCE  
WITHOUT PAY TO MEMBERS OF THE TEACHING  
SERVICE**

1. It has been drawn to my attention that from time to time situations arise where members of the teaching service apply for special leave/no-pay leave for domestic reasons.
2. In this connection, I should like to remind you of the following provisions of the Education Teaching Service Regulations:

***Special Leave #46***

- i. A teacher selected to participate in a sporting, educational or cultural event approved by Government may for this purpose, subject to the exigencies of the Service, be granted special leave with full pay.
- ii. A teacher selected to represent Trinidad and Tobago in a sporting, educational or cultural event shall, subject to the exigencies of the Service, be granted special leave with full pay to enable him to complete his engagement.

***Leave without Pay in Exceptional Circumstances #50***

- i. In exceptional circumstances leave without pay for a period not exceeding one year may be granted to teachers by the Minister who may revoke the leave on discovery that it is being used for some purpose other than that for which it was granted.
  - ii. Leave granted under this regulation does not constitute a break in service nor in any way prejudice pension entitlement.
3. It should be noted that Leave of Absence without pay would terminate on the date immediately proceeding the first working day on which an officer is required to report for duty and does indeed resume duty.
  4. Please bring this Circular Memorandum to the attention of all members of the Teaching Service and obtain their signatures as evidence that they have seen it.
  5. Your usual co-operation would be appreciated.

C. Borrell (Mrs.)  
for Permanent Secretary  
Ministry of Education