

FILE NO. E : 4/1/41

Circular Memorandum No: 124

**FROM: Permanent Secretary
Ministry of Education**

**TO: All Heads of Divisions / Sections, Units,
Youth Development and Apprenticeship
Centres and Principals.**

DATED: September 22, 1997

**SUBJECT: Casual absences from duty without prior
approval**

It has been brought to my attention that a number of cases have occurred where officers absent themselves from duty without approval. Subsequently, upon their resumption of duty, they

apply for casual leave to cover their absent

2. In some instances, officers also continue to apply 1 annual casual eligibility. In these cases, the officers usually request that their absences be offset against their vacation leave eligibility, when informed that they had exhausted their casual leave eligibility)

3. Officers should note Regulation 76 of the Civil Service regulations Chapter 23:01, which provides for the entitlement to Casual Leave as follows:

"76 : An officer may be allowed casual absences from work which shall be deducted from the annual leave specified in Regulation 72 (1) for his grade in units of half days to a maximum of -

- (a) fourteen (14) days if he is entitled to 28 days leave a year or more;
- (b) seven (7) days if he is entitled to 21 days leave a year."

Members of staff are hereby reminded that the practices at paragraphs 1 and 2 above are contrary to Regulation 81 of the Civil Service Regulations Chapter 23:01 which prescribes the manner in which casual leave must be granted:

"81 : Casual absence from work without prior approval of the Permanent secretary or head of Department may be treated as leave without pay."

All members of staff should therefore note that, with immediate effect, all casual absences from duty must be approved by the Permanent Secretary before the officer proceeds on same, failing which these absences may be treated as leave without pay in accordance with the provisions of Regulation 81 of the Civil service Regulations.

6. Officers are not entitled to casual leave unless they have completed one year's continuous service.

7. Heads of Divisions/Sections/Units/ Youth Development and Apprenticeship Centres and Principals should monitor the taking the leave of officers under their control to ensure that:

- (i) officers are advised when they have exhausted their casual leave eligibility;
- (ii) prior approval is obtained for casual leave;
- (iii) only officers who are entitled as at paragraph 6 above receive such leave.

8. Kindly bring this circular to the attention of all officers, ensuring that they affix their signatures as indication that they have seen it. Officers newly appointed to each Division/Section/ Unit should be asked to comply on their assumption of duty.

C. Edwards
Ag. Permanent Secretary
Ministry of Education