

# PSC CIRCULAR

Public Service Commission, Berkley Crescent, P. O. Box 2211  
Government Buildings, Suva. Telephone 3-314-588

## PSC Circular No. 48/2008

**To: The Permanent Secretaries and  
Heads of Departments**

**File: 29/136/5**

**Subject: EFFECTIVE LEAVE ADMINISTRATION**

**Date: 04/11/08**

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- 1.0 The Increasing tendency of officers accumulating and not utilizing their annual leave has warranted revisiting this important issue of leave administration.
- 2.0 The Auditor General's Report 2006, has highlighted payment of leave compensation to officers who should be granted leave when due. It must be noted that accumulating of leave is a liability as it becomes uneconomical when an officer takes such long leave.
- 3.0 General orders 705 (c) clearly stipulates that an officer can only carry forward a maximum of ten [10] working days of his/her annual leave entitlement from one leave year to another.
- 4.0 There should be no reason or justification for the accumulation of annual leave beyond what is permissible, nor payment of compensation in lieu, if leave were properly administered. Under no circumstances should they be required to carry over more than ten [10] working days of leave entitlement from one leave year to the next.
- 5.0 Permanent Secretaries and Heads of Department are urgently requested to ensure that all officers utilize their annual leave when due and that proper planning of utilization of annual leave is undertaken and maintained.
- 6.0 Officers should be released to take their annual leave when due to be taken within the next six [6] months if deferred, in accordance with G.O.705 (e). Extension beyond six [6] months should not be entertained and Management **MUST** release the officer to take his/her annual leave soon after the extension.
- 7.0 In exceptional cases, the Permanent Secretary for the Public Service may approve leave compensation in accordance with GO 720 (b) and (c).
- 8.0 Permanent Secretaries and Heads of Departments **MUST** ensure that a leave roster is prepared and updated regularly. All officers are to be notified of their annual leave dates by circulating copies of leave roster. All officers must fill in

appropriate leave application form at least thirty [30] days before annual leave is due. Furthermore, Permanent Secretaries and Heads of Department are requested to ensure that their leave and those of their staff are planned, rostered and approved in such a way that the normal duties of any staff on leave are adequately carried out by designated personnel during the period of absence.

- 9.0** Officers who are acting in higher positions, many of whom have been allowed to work continuously without any effort being made to release them for leave, should be released to take their leave. This maybe taken on a piece meal basis up to fourteen [14] working days, but **NOT** more than 15 consecutive days so as to avoid the adverse effect on the continuity of their acting appointment.
- 10.0** Officers who are transferred from one Ministry to another should take all leave due prior to resuming their duties in their new Ministry.
- 11.0** Although the approval of annual leave had been delegated to permanent Secretaries and Heads of Departments, the approval of leave compensation for excessive leave still rests with the secretary for the Public Service.
- 12.0** For any queries relating to the above, please contact Jimaima Vilisoni or Asraf Maqbool at the Employee Relations Division on telephone 3314588 ext 227 or 218 OR email address [jvilisoni@psc.gov.fj](mailto:jvilisoni@psc.gov.fj) or [aali@psc.gov.fj](mailto:aali@psc.gov.fj).
- 13.0** This Circular supercedes PSC Circular No. 9/2003 dated 14/03/03



Taina Tagicakibau [Mrs.]  
Permanent Secretary for the Public Service