



Ministry of Civil Service Affairs and Administrative Reforms

20 December 2004

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 50 of 2004
E/260/72/01/01Y2

From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Accumulation of Vacation Leave above Ceiling

Attention is invited to the recommendation made at paragraph 15.4.18 (iii) of the Pay Research Bureau Report 2003 (Volume I) regarding the accumulation of vacation leave over and above the normal maximum entitlement to officers who cannot be granted such leave due to the exigencies of the service, i.e, where the demand of the service does not allow the release of officers and the remaining labour force cannot compensate for the absence of the officers, provided the approval of this Ministry is sought and obtained.

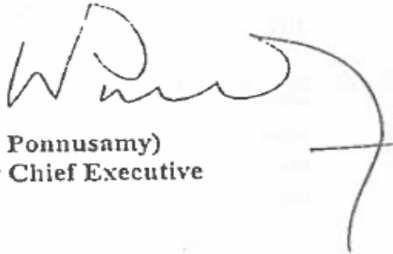
2. With a view to facilitating the implementation of the above recommendation, it has been decided that, where an officer who has accumulated vacation leave up to his prescribed ceiling, makes a written application for vacation leave and cannot, on reasonable grounds, be released due to the exigencies of the service, the following procedures should be followed -

- (i) the Supervising Officer shall inform the officer in writing that his request for leave has not been entertained;
- (ii) the Supervising Officer shall refer the matter immediately to this Ministry specifying the reasons why the officer cannot be released and stating the date on which the officer could, according to him, be granted such leave;
- (iii) the approval of this Ministry for the accumulation of vacation leave above ceiling shall be subject to the reasonableness of the grounds put forward by the Ministry/Department concerned for not approving the request for vacation leave of the officer;
- (iv) where the approval of this Ministry is obtained, the Supervising Officer shall inform the officer in writing and request him to re-apply for vacation leave as from the date specified by the Supervising Officer under 2 (ii) above;

2/...

- (v) in case the officer re-applies for leave on the date specified and he cannot again be released due to the exigencies of the service, the same procedure as above shall be followed;
- (vi) a "Beyond-Ceiling Vacation Leave Account" shall be kept as a separate account in respect of the officer, and vacation leave earned over and above the prescribed ceiling, i.e, as from the date the officer would have proceeded on leave up to the date specified by the Supervising Officer at 2 (ii) above, shall be credited in the account;
- (vii) vacation leave accumulated in the "Beyond Ceiling Vacation Leave Account" shall be granted to an officer, on application, only when he has exhausted the balance of leave accumulated in the normal vacation leave scheme; and
- (viii) the balance of vacation leave accumulated in the "Beyond Ceiling Vacation Leave Account", shall—
- either be taken as leave prior to retirement or earlier;
- or be cashed at the time of retirement at the rate of 1/30 of the last monthly salary per day.

3. The attention of Supervising Officers is drawn to the need to establish a "Leave Programme" at the beginning of each calendar year in order to avoid conflicting situations and to minimise disruption in the smooth running of Ministries/Departments.


(K. Ponnusamy)
Senior Chief Executive

Copy to:-
Secretary to Cabinet and Head of the Civil Service