



# Ministry of Civil Service Affairs and Administrative Reform

04 May 2005

**Ministry of Civil Service Affairs and Administrative Reforms**  
**Circular Letter No. 22 of 2005.**  
**E/70/96/01**

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

**To: Supervising Officers in Charge of Ministries/Departments  
Island Chief Executive, Rodrigues Regional Assembly**

***Scheme for the grant of leave to Public Officers  
in connection with part time examination courses***

1. A new scheme will come into operation as from 01 June 2005 for the grant of leave to public officers holding a substantive appointment who are already or may in the future be enrolled on self financing courses which are sanctioned by examinations. The scheme covers the following:
  - (a) part-time courses held at the University of Mauritius and University of Technology, Mauritius;
  - (b) courses dispensed directly by recognised distance-learning institutions;
  - (c) courses dispensed by a local training institution recognised by the IVTB; and
  - (d) cases of officers studying on their own for an examination.
2. Please note that for (a) above the examination should be conducted by the University of Mauritius or University of Technology, Mauritius, while for (b); (c) and (d) the examinations should be conducted under the supervision of the Mauritius Examinations Syndicate.
3. With regard to part-time examination courses given at the University of Mauritius and the University of Technology, Mauritius, the officers should, before applying for admission to such courses, obtain a written approval from their Supervising Officers and Responsible Officers, to the effect that they may, subject to the exigencies of the service, be granted leave to attend such courses. When submitting their applications, the officers should give an indication of the number of week days (full or part) on which they would be required to attend the courses.

3. Leave may be granted to eligible officers as follows:

(a) For Part-time courses run at the University of Mauritius and University of Technology, Mauritius – (sub-paragraph 1(a) above)

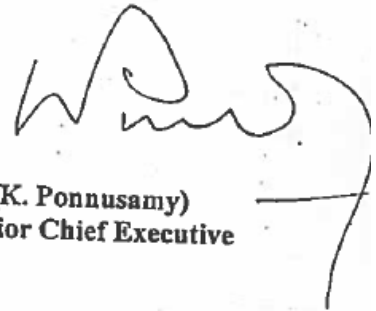
- (i) Subject to the exigencies of the service, one hour release before the commencement time of the courses up to a maximum of two half days per week by their respective Supervising Officer. Any additional leave required by those officers will, if granted, be offset against the casual and vacation leave to which they may be entitled or leave without pay as the case may be.
- (ii) For revision and examination purposes, a total of three weeks' leave on full pay in each academic year, but only as from the second year of study up to a maximum of three years.
- (iii) For officers who are in the final year of study, they may opt to take the three weeks' leave for revision and examination purposes or for examination and dissertation purposes, or for a combination of revision, examination and dissertation, provided that they do not exceed the three weeks' leave.

(b) For examination courses falling under sub-paragraphs 1(b), (c) and (d) above:

- (i) No leave will be granted to officers to follow such courses; and
- (ii) For revision and examination purposes a total of three weeks' leave on full pay will be granted to eligible officers for each academic year or level of study up to a maximum of three years. The leave will however be granted only as from the second year of study or as from level two of the course, as appropriate.

4. . - The three weeks' leave for revision and examination purposes will be granted only if officers produce documentary evidence of their admission to the second year/level of study. Such leave will be granted for subsequent years/levels. The leave for revision and examination purposes is non-cumulative and may either be taken at a stretch or be staggered on not more than two occasions in cases where examinations are held more than once per academic year or per level of study. Such leave or part thereof should cover the period immediately before the examination and the submission of the dissertation and should in no case extend beyond the final date of such examination and submission of dissertation. Applications for leave in such cases should be made at least two months before the examination date. Such leave is not granted for resits.

5. No additional leave for revision and examination purposes or for examination and dissertation purposes or for a combination of revision, examination and dissertation will be granted to officers who have already benefited from the three weeks' leave for a maximum of three years.
6. Eligible officers should submit their applications for leave to the Supervising Officers of their respective Ministry/Department for consideration and approval.
7. This Ministry's Circular Letters No. 34 of 1998 and No. 32 of 2002 are being repealed as from 01 June 2005.
8. Ministries/Departments are kindly requested to bring the contents of this Circular Letter to their staff and also the attention of relevant para-statal bodies.



(K. Ponnusamy)  
Senior Chief Executive

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