



**MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE
AND INSTITUTIONAL REFORMS**

15 March 2024

**Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No 14 of 2024
E/70/96/01 V7**

From: Secretary for Public Service

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

**Grant of leave to Public Officers holding a substantive appointment
in connection with part time examination courses – Revised Scheme**

In view of the increasing number of public officers embarking on part-time self-financed courses, sanctioned by examinations and their impact on the smooth delivery of services in Ministries/Departments, Circular Letter No. 22 of 2005 regarding the grant of leave to public officers following such courses, is being reviewed.

2. The new scheme will be effective as from the date of this Circular Letter and will cover the following type of courses:

- (a) courses held at recognised universities operating in Mauritius or any other higher education institutions recognised by the Higher Education Commission (HEC);
- (b) technical/vocational courses dispensed by recognised local training institutions registered with the Mauritius Qualifications Authority (MQA);
- (c) courses conducted by institutions registered with HEC or with professional bodies, leading to an examination at Higher Education Level;
- (d) courses dispensed directly by recognized distance-learning institutions; or
- (e) courses leading to the Post Graduate Certificate of Education (PGCE) at the Mauritius Institute of Education (MIE).

3. The duration of the course should be up to a **maximum of four years** and the examinations should be conducted by the enrolled institution or under the supervision of the Mauritius Examinations Syndicate, as appropriate.

4. With regard to part-time courses offered by institutions mentioned at paragraph 2(a) above, the officers should, before applying for admission to such courses, obtain the prior written approval of their Supervising Officers to the effect that they may, subject to 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 weekdays (full/part-time) on which they would be required to attend the courses.

5. **Leave may be granted to eligible officers as follows: -**

(a) For Part-time courses run by the institutions at paragraph 2(a) above

- (i) subject to exigencies of the service, one-hour release (travelling time) before the commencement time of the courses up to a maximum of two half days weekly by the respective Supervising Officer. Any additional leave required by the officers may be offset against their casual/vacation leave entitlement or reckoned as leave without pay, as the case may be;
- (ii) for revision and examination purposes, a total of 15 working days' leave on full pay in each academic year, but effective only as from the second year of study/level two of study up to a maximum of three years. Such leave shall be applicable for one course of study and granted once in a career;
- (iii) for Top-Up programmes of a duration of two years, a total of 15 working days' leave for revision and examination purposes in the second year of study;
- (iv) for Top-Up programmes of a duration of one and a half years, the leave granted will be on pro-rata basis, that is, a total of eight working days' leave for revision and examination purposes in the second year of study; and
- (v) for officers who are in the final year of study, they may opt to take the 15 working days' leave for revision and examination purposes or for examination and dissertation purposes or for a combination of revision, examination and dissertation or for dissertation purposes only, provided that they do not exceed the 15 working days' leave and such leave is not taken on more than two occasions per academic year.

(b) For examination courses falling under sub-paragraphs 2(b), (c) and (d) above:

- (i) no release (or travelling time) will be granted to officers to follow such courses; and
- (ii) for revision and examination purposes, a total of 15 working days' 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 and will be for a maximum of three years for the same course of study (granted once in a career).

6. Leave for revision and examination purposes:

- (a) the 15 working days' leave for examination and revision purposes will be granted only on production of documentary evidence of admission to the second year/level of study, as well as for subsequent years/levels. The leave for revision and examination purposes is non-cumulative and may be taken as follows:
 - (i) at a stretch; or
 - (ii) staggered where examinations are scheduled over several weeks. The leave for revision and examination purposes shall not be more than 15 working days,
- (b) 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 in case the officer has to resit for examination; and
- (c) no additional leave for revision and examination purposes or for examination and dissertation purposes or for a combination of revision, examination and dissertation or for dissertation purposes will be granted to officers who have already benefited from the 15 days' leave for the duration of the course.

7. Eligible officers should submit their application for leave to the Supervising Officer of their respective Ministry/Department.

8. Supervising Officers of Ministries/Departments are kindly requested to bring the contents of this Circular Letter to the attention of all officers in their organisations and parastatal bodies falling under their purview.

9. This Ministry's Circular Letter No. 22 of 2005 is hereby repealed.


K. Conhye
Secretary for Public Service

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