



MINISTRY OF PUBLIC SERVICE AND ADMINISTRATIVE REFORMS

Ministry of Public Service and Administrative Reforms

Circular Letter No. 78 of 2025

E/182/10/07 V2

18 December 2025

From: Secretary for Public Service

To: Supervising Officers i/c of Ministries/Departments

Time-Off Facilities for Federations/Trade Unions Representatives

As you are aware, Section 42 of the Employment Relations Act (ERA) 2008, provides for Trade Union officials to be granted time-off facilities to attend official meetings or functions and activities of Trade Unions without loss of pay.

2. It has been a long-established policy in the Public Service to grant time-off to office bearers of recognised Federations/Trade Unions as agreed in the Procedure Agreement signed by the latter and the management of respective Ministries/Departments.
3. However, representations have been received at the level of this Ministry that time-off facilities are not being granted in a fair and consistent manner across Ministries/Departments, whilst at the same time, instances of misuse and abuse on the part of office bearers of Federations/Trade Unions have been reported.
4. In view thereof, Supervising Officers are advised that:
 - (i) reasonable time-off facilities should be granted to trade union officials, subject to exigencies of service and without jeopardising efficiency and productivity;
 - (ii) the size of the union, volume of activities and additional responsibilities devolving upon the office bearer at the Federation level, if any, should be taken into consideration;
 - (iii) reasonable control mechanisms should be developed to ensure proper monitoring at their end;
 - (iv) the attention of office bearers should be drawn to the effect that time-off facilities would be authorised strictly for the activities/functions of Federations/Trade Unions and they must provide reasonable advance notice whenever their accredited representatives are required to participate in activities relating to negotiations or employment matters;

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(v) office bearers should be informed that they should submit a written request for release specifying the purpose, date and time of activity, supported by the relevant documentation; and

(vi) office bearers should ensure that prior approval for their release has been obtained.

5. A record of all time-off facilities granted should also be maintained to ensure consistency and facilitate monitoring and should be submitted to this Ministry on a quarterly basis as per **enclosed format** at **Annex**.

6. The attention of Supervising Officers is also drawn to the provisions of Circular Letter No. 69 of 05 November 2025, regarding the need to hold regular meetings with recognised Unions and Federations on matters of common concern. Prior to the meeting, the issues on the Agenda should be agreed upon in consultation with the respective Federations/Trade Unions and appropriate records of the meetings should be kept on file for reference in case of dispute or grievances which are reported to this Ministry.

7. It would be appreciated if the contents of this Circular could be brought to the attention of all those concerned.



Dr D.Kawol
Secretary for Public Service

Copy to: **Secretary to Cabinet and Head of the Civil Service**
 President, Federation of Civil Service and Other Unions
 President, State and Other Employees Federation
 President, Federation of Civil Service and Other Unions
 File E/437/1/01 V3

Time-off for Trade Union officials attending to Trade Union activities/functions

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