



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

7 August 2020

Ministry of Public Service, Administrative and Institutional Reforms
Circular Letter No. 48 of 2020
E/152/11/07

From: **Secretary for Public Service**

To: **Supervising Officers i/c Ministries/Departments**

**COVID-19 - Leave and Passage Benefits and Travelling Allowance of
Public Sector Employees**

In view of the profound negative impact of the COVID-19 pandemic on our economy, Government has come up with a series of measures to reduce recurrent expenditure in the Public Sector.

2. In that context, it has been decided that all public officers who were not required to work during the COVID-19 period from 23 March to 29 May 2020 be invited to voluntarily relinquish their vacation leave and passage benefits entitlement earned during that period. Officers who were requested to report for duty during part of the COVID-19 period or who were requested to work from home should earn vacation leave and passage benefits during the period they actually attended duty or worked from home.

.../2

3. All officers are requested to inform their Supervising Officer, in writing within two weeks of the date of this Circular, whether they are agreeable or not, to relinquish their vacation leave and passage benefits entitlement as per paragraph 2 above. A proforma note is enclosed for that purpose.
4. As regards travelling benefits, officers who were not requested to attend duty for a full calendar month during the COVID-19 period shall not be paid any travelling allowance or petrol allowance or travel grant or travelling by bus in the nature of a refund for that month, except for payment of commuted travelling, where applicable, as provided for at paragraph 18.2.69(i) in the 2016 Pay Research Bureau Report.
5. Public Officers are kindly invited to give due consideration to this appeal in a spirit of national solidarity in this particularly difficult economic context.
6. It would be appreciated if the contents of this Circular Letter could be brought to the attention of all Public Officers, including those of Parastatal Bodies and Local Authorities falling under your responsibility.



(S. Ragen)
Secretary for Public Service

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

PROFORMA NOTE

I (Mr/Mrs/Ms) holding the post of
..... in the
..... (Ministry/Department),

hereby **agree/do not agree** * to relinquish my vacation leave and passage benefits entitlement earned during the COVID-19 period, from 23 March to 29 May 2020, in response to the Ministry of Public Service, Administrative and Institutional Reforms Circular Letter No. 48 of 2020 dated 07 August 2020.

Signature.....

Date

** delete as appropriate*