



Ministry of Civil Service Affairs and Administrative Reforms

12 December 2001

Circular Letter No 42 of 2001
E/182/10/01 V5

From: Secretary for Public Service Affairs

To: Supervising Officers in Charge of Ministries/Departments

Time-Off to Public Officers for Religious or other Purposes

It has been the practice to grant time-off to officers for religious or other purposes, in addition to what is provided in the Personnel Management Manual.

2. In view of the numerous requests being received from socio-cultural organisations for the grant of time-off facilities to public officers for special prayers or other religious purposes, it has been decided to rationalize the grant of such facilities. As from January 2002, public officers will, subject to the exigencies of the Service, be granted two hours time-off in respect of any two religious festivals of their choice during the year. The officers should be requested to indicate, at the beginning of the year, on which occasions they wish to take the time-off so that proper arrangements may be made and the normal activities of your Ministry/Department are not disrupted. However, officers who wish to celebrate other festivals may apply for leave against their normal leave entitlement. In addition, public officers may be released as from noon on the eve of Christmas and the New Year.
3. The above measures do not normally apply to officers of the Disciplined Forces. Furthermore, there are a few other areas where it may not be possible to grant time-off to officers in order not to disrupt services offered to the public e.g. Customs, Post Offices, and Hospitals. In case Supervising Officers are satisfied that the service may be offered with a skeleton staff they are advised to make their own arrangements for the release of their staff.
4. This Circular Letter supersedes the Ministry's Circular Note No. 2 of 1995 issued on 23 May 1995.
5. It would be appreciated if the contents of this Circular Letter could be brought to the attention of the Heads of parastatal bodies and other organisations falling under the aegis of your Ministry.

(D.P. Ruhee)

Secretary for Public Service Affairs

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