



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE AND INSTITUTIONAL REFORMS  
MAURITIUS

21 November 2023



Ministry of Public Service, Administrative and Institutional Reforms  
Circular Letter No 63 of 2023  
E/182/1/01 V2

From: Secretary for Public Service  
To: Supervising Officers in charge of Ministries/Departments

Casual Leave - Two hours to cater for short absences

Casual leave is an authorised paid absence from duty to cover short absences to attend to urgent personal matters including religious obligations and for recreation purposes. It caters for short and unexpected absences in foreseen and unforeseen circumstances.

2. It has been reported to this Ministry that, on many occasions, public officers have been made to apply for half-day casual leave to cater for shorter period of absence of one hour or two hours to attend to urgent personal commitments. These officers could have more conveniently applied for two hours of leave instead of half-day casual leave, had our Leave Management System so allowed. This would have been in the interest of both the officer and the Ministry/Department.

3. The need to have some flexibility in the management of casual leave by allowing eligible officers to apply for two hours casual leave to cater for short absences due to unforeseen circumstances and urgent personal matters has been examined by this Ministry and it is considered that this arrangement may be made applicable in all Ministries/Departments, subject to the exigencies of the service.

4. It has, therefore, been decided that where less than half-day leave is required, eligible officers would, henceforth, be allowed to apply for at least two (2) hours of their casual leave entitlement to cater for short absences. For the processing of such applications, the HR Section of each Ministry/Department is required to keep manual records until the e-HR System is configured to accept same.

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5. You are requested to bring the contents of this Circular Letter to the attention of officers serving in your Ministry/Department and Head(s) of Parastatal and other Statutory Bodies and Local Authorities falling under the aegis of your Ministry.



**K. Conhye**  
**Secretary for Public Service**

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