



MINISTRY OF PUBLIC SERVICE, ADMINISTRATIVE
AND INSTITUTIONAL REFORMS
MAURITIUS

24 June 2021

Ministry of Public Service, Administrative and Institutional Reforms
Circular Note No 05 of 2021
E/152/11/07 T

From: **Secretary for Public Service**

To: **Supervising Officers in Charge of Ministries/Departments**

COVID 19 – Leave Policies

Government has, on the basis of the existing rules and regulations, adopted the following leave policies to cater for the special circumstances arising out of COVID-19 lockdown so that public officers are not unduly penalised:

(i) **Vacation leave**

Where the **vacation leave** granted to an officer, either locally or abroad, overlapped with the lockdown period, the corresponding number of days which overlapped would be credited back to the officer's vacation leave balance.

(ii) **Special leave for quarantine**

Officers returning from abroad and who were on **leave with full pay** and were subsequently placed in quarantine according to the sanitary protocol in force would be granted special leave on full pay.

Regarding officers returning from abroad at the expiry of their **leave without pay** and are placed in quarantine, they will be granted special leave on full pay and their salary released on the first working day.

However, during the quarantine period, officers concerned will not be entitled to any accumulation of leave or passage benefits.

(iii) **Leave to officers stranded abroad**

Officers who proceeded on **vacation leave abroad** in spite of the prevailing COVID 19 situation and could not resume duty on 03 May 2021 after the confinement period because they were stranded, would be deemed to be on vacation leave up to the date they returned to Mauritius and placed in quarantine.

Similarly, officers who were on **leave with pay abroad** (including mission/training/study leave) and were stranded abroad, would remain on leave with pay until they resumed duty. However, officers who were on **leave without pay abroad** for any particular reason and were stranded due to the lockdown period and unavailability of flight, they would remain on leave without pay until such time they returned to Mauritius and placed in quarantine.

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(iv) **Leave for any period of absence/hospitalization after the prescribed quarantine period**
Any leave to be granted after the quarantine period will be reckoned against the leave entitlement of the officer.

(v) **Special Leave for self-isolation**
Any officer who has been in direct contact with a suspected case of Covid-positive and has been advised to self-isolate for a period of at least seven days may be granted special leave on full pay for self-isolation where the contact with the suspected case happened directly during or as a result of the officer's course of employment.

(vi) **Sick leave during confinement**
Officers who have been recommended sick leave supported by Medical Certificate will remain on sick leave for the whole period recommended on the Medical Certificate even though the leave falls within or overlaps with the confinement period.

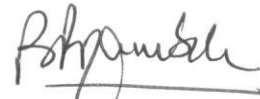
(vii) **Bond serving period**
Where an officer is on a sponsored course abroad for which he has been bonded, and examinations are postponed due to lockdown, the officer will be granted special leave and the bonded amount will not be increased. The duration of the serving period will start as from the date the officer resumes duty.

(viii) **Impact of lockdown on training (including pre-registration/pupillage)**
Where an officer has been granted leave with or without pay for training purposes (including pre-registration and pupillage), the period of training will be extended to cover the confinement period.

2. As regards officers who were required by the very nature of their duties to attend duty during the lockdown period but failed to do so without any valid reason, they will have to apply for leave for the day they did not attend duty. Moreover, front-liners who, during the course of their duties, came into contact with Covid-19 patients and had to be quarantined, would be deemed to be on duty during the quarantine period and would be entitled to all their dues, such as accumulation of vacation leave and passage benefits.

3. Any other related issues not covered under the above scenarios will have to be referred to this Ministry for appropriate advice and guidance.

4. Supervising Officers are hereby requested to take action accordingly and ensure that the contents of this Circular are brought to the attention of all officers concerned as well Heads of Parastatal Bodies and Local Authorities falling under the aegis of their respective Ministries/Departments.



B Boyramboli
Secretary for Public Service

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