



Ministry of Civil Service Affairs and Administrative Reforms

4 February 2005

Ministry of Civil Service Affairs and Administrative Reforms
Circular Letter No. 5 of 2005
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From: Senior Chief Executive, Ministry of Civil Service Affairs and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments
Island Chief Executive, Rodrigues Regional Assembly

Study Leave Without Pay

It has been noted with concern that, contrary to existing regulations, some officers have applied for sick leave, casual leave, vacation leave or leave without pay for personal reasons to attend full-time courses at local universities or other institutions.

2. Attention is drawn to the provisions of Section 11 of the Personnel Management Manual which is reproduced hereunder for ease of reference -

"4.11.1 (1) An officer who intends to pursue higher studies may be considered for leave without pay where he satisfies the following conditions:-

- (a) he holds a substantive appointment;
- (b) the course is full-time;
- (c) he holds at least a Higher School Certificate or equivalent; and
- (d) he produces documentary evidence of having been admitted to a full-time course specifying its duration.

(2) An officer may, notwithstanding the condition at sub-paragraph (1) (c), be considered for leave without pay in respect of technical/vocational/religious studies."

3. Officers who have obtained a seat on a full-time course in local universities or other institutions should, therefore, apply for study leave without pay in line with the Section 11 of the Personnel Management Manual. Officers who do not abide by the above provisions will render themselves liable to disciplinary action.

4. Supervising Officers are kindly requested to ensure that the contents of this Circular is brought to the notice of all members of their staff.


(K. Ponnusamy)
Senior Chief Executive

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