



MINISTRY OF CIVIL SERVICE AND ADMINISTRATIVE REFORMS
MAURITIUS

20 November 2008

Ministry of Civil Service and Administrative Reforms
Circular Note No 8 of 2008
E/260/72/02

From: Supervising Officer, Ministry of Civil Service and Administrative Reforms

To: Supervising Officers i/c Ministries/Departments

Clarifications PRB Report 2008

Please refer to paragraph 3(b) of this Ministry's Circular Note No. 6 of 2008 of 02 July 2008 regarding unutilised sick leave for the year 2008.

2. The Accountant General has reported that Ministries/Departments are submitting statements of unutilised sick leave in respect of retiring officers as from 01 July 2008, with their accumulated Bank balance of sick leave already credited with 95 days and any unutilised leave out of the remaining days computed on a pro-rata basis. This is not in order.
3. It is to be pointed out that the bank maximum for officers retiring from the service **on or before 31 December 2008** should be **90 days** and it is only at the end of the year 2008 that the new bank maximum should be 95 days for those retiring in the year 2009. Unutilised sick leave at the end of the year out of the entitlement of 21 days would be refunded at the rate of 1/22 of monthly salary per day up to a maximum of 11 days. Any remaining balance of sick leave not taken over and above the 11 days up to a maximum of 5 days would be refunded at the rate of 1/44 of monthly salary a day. The refund of unutilised sick leave in the year of retirement would continue to be on a pro-rata basis in respect of the period actually served in that calendar year.
4. It would be appreciated if the contents of this Circular Note could be brought to the attention of all the officers concerned of your organisation as well as to those of the Parastatal and Statutory bodies falling under the aegis of your Ministry/Department.


(P. Jhugroo)
Supervising Officer

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