

Circular No. 8

Ref: No. 11500

Public Service Establishment Division
Ministry of Finance & Planning
30 National Heroes Circle
Kingston 4

March 28, 2005

Permanent Secretaries
Heads of Departments

Re: Amendment of Staff Orders
Study Leave Provisions

As you are aware, the Staff Orders (August 1, 2004) amended the conditions under which study leave may be approved. Specific reference is here made to Orders 7.8.1 and 7.8.2.

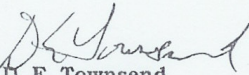
Based on subsequent representations it is agreed that it is reasonable to expect that an officer should plan for future study at least one year before embarking on such study. The other issue taken into consideration is that officers are to be encouraged and facilitated to take vacation leave on a regular basis (Staff Order 7.48). In light of these requirements, Staff Order 7.8.2 (iii) is to be amended as set out below:

Officers who are selected to pursue job-related or future advancement courses of study (i.e. Category 2 or 3) may, subject to the provisions of this Order, receive the equivalent of up to two (2) years paid study leave. Study leave is to include all vacation, recreation and/or recalled leave.

(b) In consideration of this study leave provision, the officer would be required to forfeit vacation leave or salary equivalent to the entitlement that can be earned for one year's service. Therefore if vacation leave at credit is not at the amount that would have been earned for at least one year's service, the difference between the annual entitlement and vacation leave at credit should be with no pay within the study leave period.

(c) Any additional leave required to complete the course of study should be without pay.

The above amendment to the Staff Orders is applicable to officers who commenced study leave since August 1, 2004.


D. E. Townsend
for Financial Secretary