

MINISTERU GHALL-  
EDUKAZZJONI U X-XOGHOL

Divizjoni tas-Support Services



MINISTRY FOR EDUCATION  
AND EMPLOYMENT

Support Services Division

Ref: DG SS 22 /2013; MEH 188/06

17<sup>th</sup> April 2013

**To: Permanent Secretary, Directors General, Directors,  
Heads of State Schools and Sections**

**Subject: FAMILY FRIENDLY MEASURES**

**Circular**

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Please bring the attached OPM Circular No 8/2013 to the notice of all concerned.

Heads are advised to ensure that all employees concerned confirm that they have seen the Circular by signing a copy thereof.

A handwritten signature in black ink, appearing to read 'Andre' Vassallo Grant'.

**Andre' Vassallo Grant**  
**Director General (Support Services)**

OFFICE OF THE PRIME MINISTER  
Auberge de Castille  
Valletta VLT 2000

17 April 2013

Permanent Secretaries  
Directors General  
Directors  
Heads of Public Sector Organisations

### **FAMILY FRIENDLY MEASURES**

At the forefront of Government's policy is the strengthening of family-friendly measures across the public sector. A family-friendly environment enhances equality and employment, while fostering an inclusive society.

It has come to my knowledge that there are a number of pending demands across the public sector from officers wishing to take up family-friendly measures.

It is to be emphasized that family-friendly measures are essential in creating a better working environment which enables employees to combine their family responsibilities with their contribution to the work force. It also helps the public sector to retain individuals who have experience and knowledge which will benefit the service provided to citizens.

The public sector has always been at the forefront of adopting family-friendly initiatives. Whilst the take-up of such measures has increased, more still needs to be done to enhance equality and employment within the public sector. Every demand for the take up of family-friendly measures needs to be considered with a clear decision taken.

It is the responsibility of all Permanent Secretaries, Directors General, Directors and Heads of Public Sector Organisations to ensure that the provisions of family-friendly measures are strengthened in their respective ministries and organisations.

It is imperative that past instructions regarding the various family-friendly initiatives introduced are taken into consideration and every effort made to meet the demands by officials for the take up of family-friendly initiatives.

All efforts are to ensure that ministries and organisations develop a win-win situation where the department's output is maintained and possibly improved, while the employee is supported in combining work and family responsibilities. Every effort is to be made to find an equitable solution.

May I remind all Heads that as outlined in MPO Circular No 36/2010, before deciding on the request, it shall be discussed with the employee, and in the case of a refusal, a specific process of appeal shall be allowed.

As indicated in the same circular any appeal is to be made to the Permanent Secretary who shall investigate the case and explore whether an alternative solution may be found.

Heads of Department and Public Sector Organisations are to ensure that these family-friendly arrangements are brought to the attention of all their employees.

Mario Cutajar  
Principal Permanent Secretary