



## LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/37/2016

From: Mary Scicluna, Director HR (MEDE)

To: Permanent Secretary, Directors General, Directors, College Principals, Heads of State School, Heads of Resource Centre, Learning Support Centre Managers and Heads of Section/Unit

Subject: Requests for accumulation of sick leave and donation of vacation leave

Date: 23<sup>rd</sup> September 2016

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The Human Resources Department (MEDE) wishes to remind all MEDE employees of the availability of the accumulation of sick leave and the donation of vacation leave as outlined in the PSMC.

Accumulation of sick leave comes into effect after the utilisation of one's current sick leave on full pay and is used in cases of hospitalisation and subsequent convalescence or a serious illness which inhibits one from attending to the normal duties as indicated in [Appendix 4.II](#) of the PSMC.

A donation of vacation leave, whether it is donated from colleagues or obtained from the PAHRO Central Fund in terms of [paragraph 5.2.7](#) of the PSMC, follows the accumulation of sick leave on full pay.

### Accumulation of Sick Leave

Letters for an accumulation of sick leave are to be addressed to the officer in charge at **MEDE Operations Back Office, Racecourse Street, Xaghra, Gozo** with a relevant medical certificate confirming a convalescence following hospitalisation or one of the illnesses mentioned in Appendix 4.II. of the PSMC. Letters are to be endorsed by both the Head of School and College Principal/Head of Section.

### Donation of Vacation Leave

Letters for a donation of vacation leave are to be addressed to the officer in charge **Leaves Section at MEDE, Great Siege Road, Floriana** attaching a relevant medical certificate to substantiate request and the request for a donation of vacation leave ([appendix 5.X](#) of the PSMC) and or the total number of hours donated from colleagues. Letters are to be endorsed by both the Head of School and College Principal/Head of Section.

College Principals, Heads of School and Heads of Sections are kindly requested to guide employees to the above practices.

Your compliance to the above is highly solicited.

**Mary Scicluna**  
**Director HR (MEDE)**