



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/38/2016

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 Vacation Leave for year 2017

Date: 28th September 2016

Public Officers within the Ministry for Education and Employment are encouraged to pay particular attention to the PSMC regulations on the accumulation of vacation leave which inter alia state that a proportion of the vacation leave entitlement, not exceeding fifty per cent (50%) of the annual vacation leave entitlement, may be carried over once to the next calendar year subject to agreement between the respective Director/first line Manager of the employee.

Requests for the accumulation of vacation leave are to include the recommendation from the Head of School and the College Principal in cases of officers working in schools and from the Head of Section and the respective Director for officers working at Head Office and outstations (excluding entities).

These requests are to reach the General Service Grades Section within the Human Resources Department, Operations Department (MEDE) by post or by e-mail at leaves.nonteaching.hr.mede@gov.mt by **not later than 30th November 2016**.

Officers are once more being reminded that unless prior approval is obtained from the second level line Manager, no employee may leave more than five (5) days for the month of November and December.

Adherence to deadline will ensure proximity to approvals being delivered in line with Directive 8.

Mary Scicluna
Director HR (MEDE)