



CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/50/2016

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: New Leave Benefits and Application Forms

Date: 23rd November 2016

The Human Resources Department within the Operations Department - MEDE wishes to draw the attention of all employees to OPM Circular 34/2016 (copy attached).

With effect from 3rd November 2016, the following leave benefits have been enhanced to provide a work life balance.

The 40 hours shorter absences of leave, applicable only to the General Service Grades, have been increased to half the annual leave entitlement: e.g. 96 shorter hours of leave for full time employees.

Applicable only to all male employees are the 5 working days paid leave for the birth of each of their child. This leave is also applicable in the case of stillbirths.

In agreement with the respective Director/College Principal and if the exigencies of the service permit, employees who qualify for the pre-retirement leave, may either utilise it in one continuous period of 3 months or over a period of 6 months working half the hours prior to the retirement date.

The six months unpaid leave to settle abroad have now been extended up to one year and the 30 days unpaid leave for a special reason including family friendly reasons have been increased up to 3 months to be availed of in any period of twelve months.

Unpaid leave to try alternative employment with the private sector has been extended to all officers who are not on a performance agreement and who have completed one (1) year's service. This unpaid leave is a minimum of 3 months and a maximum of 5 years, renewable yearly and subject to a maximum of four renewals only.

With effect 3rd November 2016 the new application forms on the education.gov.mt website are to be used.

All forms which may also be downloaded from the manual on special leave and the [manual on work-life balance measures](#) (link here under), should always include the endorsement of **both** Head of School and College Principal.

<https://opm.gov.mt/en/PublicService/Pages/Public-Service-Management-Code.aspx>

Your compliance to the above is highly solicited.

Mary Scicluna
Director HR (MEDE)