



CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/53/2016

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: Donation of Vacation Leave/Time-off-in-lieu (TOIL)/27.5 Hours Special Leave for Humanitarian Reasons (Centrally-Managed Fund at OPM)

Date: 2nd December 2016

All public officers within the Ministry for Education and Employment (MEDE) are being reminded that they may on a voluntary basis donate part of their vacation leave entitlement from calendar year 2016 and, or part of any accumulated time-off-in-lieu to be utilised by other public officers for justified humanitarian reasons such as:

1. when public officers themselves, or a family member up to the fourth degree, or a member officially residing in the same household, is suffering from a serious and prolonged illness;
2. when public officers are undergoing a full-time substance abuse rehabilitation programme and are required to undertake any part thereof during office hours;
3. when public officers are undergoing a full-time residential/semi residential medical assistance programme for the treatment of eating disorders and weight behavioural problems.

In the case of teaching grades, employees may donate from their 27½ hours special leave entitlement of scholastic year 2016/17.

Employees may donate, part or their full, 192 hours entitlement or any accumulated vacation leave (or in the case of teachers from their 27.5 hours special leave entitlement) for unforeseen circumstances arising from urgent personal/family reasons as outlined in article 1.8 of the Manual on Work Life Balance Measures. However, it is advisable that employees retain a balance of their own leave.

The donation of vacation leave in respect of General Service Grades is co-ordinated by the Human Resources Department within the Operations Department (MEDE).

In order to facilitate the process, employees who wish to donate vacation leave/time-off-in-lieu to be transferred in the centrally-managed fund at OPM, may fill in appendix 4 and send their form by post by not later than **9th January 2017** to the Ministry for Education & Employment, Attn: Leaves Section, General Service Grades, Human Resources Department, Great Siege Road, Floriana.

Employees in the teaching class may send the above mentioned form (Appendix 4) at the end of scholastic year 2016/17 by not later than **31st August 2017**. Appendix 4 is to be endorsed by the respective Head of School and/or College Principal, as the case may be and send their form by post to the Ministry for Education & Employment, Attn: Leaves Section, Primary/Secondary, Human Resources Department, Great Siege Road, Floriana .

Whilst the voluntary donation of a few hours (*even less than one day*) might seem to be insignificant on its own, collectively, all contributions would help to build up a fund to serve a most considerate purpose in support of fellow members of staff facing evident difficult circumstances such as serious medical conditions or life threatening illnesses or situations requiring leave to care for an immediate family member facing similar critical situations.

Mary Scicluna
Director HR (MEDE)