



MALTA

## LETTER CIRCULAR

**Information:** ✓

**Action Required:** ✓

**Ref:** HR/29/2018

**From:** Mary Scicluna, Director HR (MEDE)

**To:** Permanent Secretary, Directors General, Directors, College Principals/Head College Network, Heads of State School, Heads of Resource Centre, Learning Support Centre Managers and Outstations

**Subject:** Requests for accumulation of Vacation Leave for year 2019

**Date:** 11<sup>th</sup> September, 2018

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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 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 of officers working in schools are to include the recommendation from the Head of School and the College Principal/Head College Network. Officers working at Head Office and outstations are to include the recommendation from the respective line manager/Director.

These requests are to reach the General Service Grades Section within the Human Resources Directorate, Strategy & Support Department (MEDE) by internal mail or by e-mail at [leaves.nonteaching.hr.mede@gov.mt](mailto:leaves.nonteaching.hr.mede@gov.mt) by not later than 30<sup>th</sup> November 2018.

Adherence to deadline will ensure proximity to approvals being approved in terms of Directive 8.

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