



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/155/2014

From: Joseph Micallef, Director HR (MEDE)

To: Permanent Secretary, Director Generals, Directors, Assistant Directors,
College Principals, Heads of School/Section (State Only)

Subject: Donation of Vacation Leave/27.5 Hours Special Leave for Humanitarian
Reasons

Date: 29th October 2014

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 2014 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.

In case of teaching grades, employees may donate from their 27½ hours Special Leave entitlement for scholastic year 2014/15.

When donating vacation leave employees are to ensure that they retain a balance of sixteen (16) hours from the 192 hours / 27½ hours (in the case of all teaching grades) in the eventuality of an urgent family reason as outlined in paragraph 5.2.8 of the Public Service Management Code.

The donation of vacation leave is being co-ordinated by the General Service Grades and Adult Educators within the HR Directorate.

In order to facilitate the process, employees who wish to donate vacation leave from their annual leave entitlement of 192 hours to be transferred in the PAHRO central fund may fill in appendix 5.VI (attached) and send their request by post by not later than **Tuesday, 31st December 2014** to the Officer in Charge, General Service Grades & Adult Educators, Ministry for Education & Employment, Great Siege Road, Floriana.

Employees in the teaching class may send the above mentioned form (Appendix 5.VI) before the start of the summer holidays (4th July 2015) when they would be aware of the balance of unutilised special leave hours. Appendix 5.VI mentioned above is to be endorsed by the respective Head of School and/or College Principal as the case may be.

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 requiring leave to care for an immediate family member facing similar critical situations.

Joseph Micallef
Director HR (MEDE)