



## LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: DGPM/3/2024

From: Director General People Management

To: Permanent Secretary, Directors General, Directors, College Principals, Heads of State School, Heads of Resource Centre, Learning Support Centre Managers and Heads of Section, Heads of Non-State School.

Subject: Paid Study Leave Scheme - (Category A) Scholastic Year 2024/2025

Date: 11<sup>th</sup> March 2024

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The Ministry for Education, Sport, Youth, Research, and Innovation announces that the call for applications for Paid Study Leave (Category A) for scholastic year 2024/2025, shall open on **Wednesday, 13<sup>th</sup> March 2024** and remain open **until Wednesday, 27<sup>th</sup> March 2024**.

The scheme, which is open for educators from both the State and Non-State Sector, reinforces the Ministry's commitment towards ongoing professional development.

Full details regarding the Paid Study Leave Scheme (Category A) are available in the document *Procedures and Guidelines for Paid Study Leave* which may be downloaded from the Ministry's website: [Ministry for Education and Employment \(gov.mt\)](https://www.education.gov.mt) For further enquiries, prospective applicants may send an email on [pdstudyleave.meyr@gov.mt](mailto:pdstudyleave.meyr@gov.mt).

Applicants are to use their e-ID to apply, exclusively, through the online Electronic Application Form (eForm) on: <https://workflow.gov.mt/RuntimeID/Runtime/Form/Paid+Study+Leave+Scheme?language=en>

The **closing date** for receipt of applications shall be **one p.m. (13:00) (Central European Time), of Wednesday, 27<sup>th</sup> March 2024**. An electronically generated acknowledgement will be sent to applicants by email. **Only applications submitted through the indicated eForm by the closing time and date are accepted.**

Prospective applicants who do not have an active e-ID (*electronic Identity*) are advised to contact Identity Malta.

It is the responsibility of applicants to ensure that their application is successfully submitted, to keep a printed copy of the Application Form, and to print a copy of the electronically generated acknowledgement. The acknowledgement shall be the Applicants' proof that an online Electronic Application is successfully submitted by the closing date and time of the call for applications.

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Mary Scicluna  
Director General People Management