

CHAPTER 6

Leave and Leave Passages

(a) *Preliminary*

601. The Orders in this Chapter supersede regulations 27, 35 and 36 of the Police Regulations and apply to all officers, including police officers, filling established posts in the public service whether on permanent, secondment, contract, or temporary terms other than officers appointed under external aid arrangements which include special leave provisions, and officers engaged on contract where the terms of the contract make special provisions to the contrary. Application

602. In the Orders in this Chapter unless the context otherwise implies - Definition

“Department” includes reference to a Ministry;

“Head of Department” includes the Financial Secretary, Permanent Secretary and the Head of a Department which is not under a Minister;

“leave” means absence from duty with permission in accordance with the provisions these Orders;

“Montserratian” means an officer who is indigenous to Montserrat by being born there, or one of whose parents was born there, or who has adopted Montserrat as his principal home;

“salary” means basic salary plus any personal allowance which ranks as a pensionable emolument;

“working days” means all days other than Saturdays, Sundays and public holidays in Montserrat. For an officer working on a shift some other rest days may be substituted for Saturday and Sunday in each week but as soon as the officer is taken off the shift roster, Saturday and Sunday shall be regarded as a non-working day.

(b) *Leave*

603. All leave is granted subject to the exigencies of the public service. Leave subject
exigencies of
Service

604 (1) Heads of Departments have authority to grant leave to their staff within the following limits - Authority for
grant of leave

- (i) *earned leave* up to the maximum of 27 working days in any one year;
- (ii) *sick leave on full pay* up to 25 working days in any one year;
- (iii) *maternity leave* up to the maximum permitted.

(2) All other leave and leave in excess of the limits prescribed in paragraph (1) of this Order will be granted by the Permanent Secretary, Administration, who will, in the case of Permanent Secretaries and Heads of Departments refer their leave applications to the Governor for approval after consultation with the Minister concerned.

605. As a general rule, Permanent Secretaries and Heads of Departments are expected to arrange for the performance of an officer's duties while he is on leave without extra staff. The employment of temporary leave reliefs may be sanctioned only in special circumstances and with the prior approval of the Permanent Secretary, Administration. Leave not to en-
tail the employ-
ment of extra
staff in certain
circumstances

Period regarded as leave	606. All leave will be computed in working days and will commence from the first working day after an officer has handed over his duties, and end on the working day preceding that on which he resumes duty.
Cancellation of leave	607. (1) Any leave granted under these Orders may be cancelled if it is desirable that an officer should return to duty before the expiry of the leave granted; provided that in such cases the unexpired portion of leave may be taken on a subsequent occasion. (2) An officer recalled from leave overseas will be eligible for free passages for his return journey to Montserrat for himself and his family, provided that they accompany him within six months.
Extensions of leave	608. An officer seeking an extension of leave must in the absence of exceptional circumstances apply to his Permanent Secretary or Head of Department in sufficient time for a decision on the application to be communicated to him before the expiry of the leave granted. An application for an extension of leave on the grounds of ill health must be supported by a medical certificate from a registered medical practitioner.
Compulsory leave	609. An officer may be required by the Governor to take leave which is due to him and an officer may be required by the Governor on public grounds to remain on leave after the expiry of leave granted to him.
Absence without leave	610. An officer who absents himself from his duties without leave, or who without an acceptable excuse, fails to resume duty when he is due to do so, will be regarded as absent without permission and will not be entitled to salary during such absence. All such absences will be reported to the Permanent Secretary, Administration and the period of absence may not be set off against any leave eligibility without the approval of the Governor.
Leave not due	611. Where an officer is granted more than the maximum leave for which he is eligible, he may either - (i) have the excess leave taken deducted from the amount of leave due in the next leave year, or if this is not possible; (ii) be required to refund salary in respect of the days of excess taken and have the days counted as leave without pay for purposes of pension or gratuity.
Eligibility for leave	612. (1) The rates of leave for which the various grades of officers are eligible, are set out in the Schedule at the end of this Chapter. Where an officer is upgraded to a higher leave earning category his leave account will be credited with half a day's leave for each completed month remaining in the year, with an odd half day counting as a whole day. (2) The rate of leave for which an officer is eligible will be determined by his salary at the time of his departure on leave. (3) No officer shall be allowed to take leave other than sick leave before he has completed three months service since first appointment except on the grounds of urgent private affairs.
Forfeiture of annual leave not taken	613. (1) Except as provided in this Order, all officers are required to take one third of their annual leave entitlement in the year in which it was earned or forfeit such leave.

(2) Where the exigencies of the service do not permit an officer to take the leave referred to in paragraph (1) of this Order, it may with the written approval of the Permanent Secretary, Administration, be carried forward to the following year.

Provided that, save in unforeseen circumstances, an application to carry forward compulsory leave must be made no later than 31st October in the year in which the leave in question was earned.

(3) An officer appointed on contract who is not a Montserratian is permitted to accumulate his whole annual leave entitlement and take such leave at the end of his contract.

(4) No officer, other than an officer proceeding on leave preparatory to retirement or termination of contract may be granted more than 75 days in any year.

614. Officers proceeding on leave, where such leave is to be spent away from their normal place of residence in Montserrat, should report their address and any changes to their Head of Department. Address while on leave

615. Where an officer proceeding on leave wishes to draw his leave salary other than in Montserrat, before his departure on leave he must notify the Accountant General of the arrangements he wishes to be made. Leave salary

616. An officer applying for leave with the intention of retiring may be granted, immediately prior to the effective date of his retirement on pension, all the leave for which he is eligible, provided that without the authority of the Governor, no officer shall be granted a total period of more than 150 working days leave prior to retirement. Leave prior retirement

617. An officer or employee who has served for not less than 12 months and resigns his appointment after giving the prescribed notice or because of ill health will be granted the leave for which he is eligible; provided that leave shall not be included as part of the period of notice of termination of service. Leave prior to resignation

618. If an officer or employee retires or resigns during his leave without having given notice of his desire to do so, the date to which the payment of his salary is to cease will be determined by the Governor. Retirement or resignation while on leave

619. An officer or employee who - Cases in which leave benefits are not granted

- (a) is dismissed;
- (b) has served for less than 6 months;
- (c) is discharged for misconduct;
- (d) resigns to avoid disciplinary proceedings;
- (e) fails to give the prescribed period of notice; or
- (f) pays salary in lieu of notice.

will forfeit any leave for which he may be eligible.

620. The leave rates for public officers will apply to teachers to whom leave will normally be granted during school holidays. Where the number of working days free from any duties exceeds the total number of days shown in a teacher's leave account, any excess days will be regarded as non-accountable extra leave. When a teacher's service terminates at the end of a school term through retirement, resignation, or completion of contract, he may be granted 2 calendar months leave on full pay but any accumulation of leave will be set off against this leave. Leave eligibility of teaching staff

(4) Sick Leave

Circumstances in which sick leave may be granted

621. (1) Subject to the provisions of Orders 622-629, an officer may be granted sick leave -

- (i) if he is ill or injured, provided that the illness or injury prevents him from carrying out his duties and was not caused by his own misconduct or by his failure to take reasonable precaution;
- (ii) if he is ill or injured while on earned leave, provided that the illness or injury was not caused by his own misconduct or by his failure to take reasonable precaution,

provided that in the case of an officer on earned leave, his earned leave may be extended, at the discretion of the Head of Department, by the period of sick leave granted up to a maximum of 25 working days; or, alternatively, if the exigencies of the service so require, he may be required to resume duty on the date of expiry of his earned leave or sick leave, whichever is the later, in which event his leave entitlement will be credited with the number of days of sick leave which fell within the period of earned leave originally approved, subject to a maximum of 25 working days.

(2) Absence from duty due to illness or injury caused by the officer's own misconduct or negligence will be counted as earned leave and such absence may form the basis of a disciplinary charge.

Sick leave in excess of two consecutive working days to require production of medical certificate

622. (1) Sick leave on full pay to cover absence from duty due to illness or injury may be granted, subject to the provision of these Orders, without affecting eligibility for leave. Applications for such leave must be supported by a certificate from a medical practitioner except that absence through illness on two consecutive working days may be confirmed as sick leave by Heads of Departments without the production of a medical certificate.

(2) A record of all periods of sick leave will be maintained by Heads of Departments who should carefully observe the provisions of Order No. 623 (2) and (3). Where there is any cause for concern about the amount of sick leave any officer is taking with or without the production of a medical certificate, Heads of Departments may refer the case to the Chief Medical Officer or the person in charge of Medical Services.

Maximum amount of sick leave to be granted

623. (1) The maximum amount of sick leave which may be granted by a Head of Department is 25 working days in any year. If an officer, after having taken 25 days sick leave in a year, is still sick or is sick on duty on a further occasion in that year, then any further absence from duty will be deemed to be earned leave and his leave account debited accordingly.

(2) If an officer who is on the permanent pensionable establishment, after having taken 25 days sick leave in a year and having exhausted his earned entitlement, is still sick or is sick on a further occasion he may be granted extra sick leave by the Permanent Secretary, Administration. Before granting extra sick leave the Permanent Secretary, Administration shall call for such additional medical reports as he may deem necessary. Provided that there is a reasonable prospect of eventual recovery, supported by medical certificates, the Permanent Secretary, Administration may grant the officer up to 150 days extra sick leave with full salary. Thereafter, if necessary, further extensions of extra sick leave with half salary may be granted by the Permanent Secretary, Administration, provided that the maximum amount of extra sick leave with full and half salary shall not exceed 300 working days in any period of

four years. Any further extensions of sick leave may be granted only with the approval of the Governor and will be without salary and will not count as service for salary, increments or pension.

(3) Officers appointed on contract terms or to non-pensionable posts may be granted sick leave in accordance with paragraph (1) of this Order. If such an officer after having exhausted his earned leave entitlement, is still sick or is sick on a further occasion, he may be granted extra sick leave on full pay by the Permanent Secretary, Administration. Such extra sick leave shall not exceed 25 days in a year except that the Governor may in his discretion and in exceptional circumstances grant extra sick leave with full or with half pay for a total period not exceeding 75 days.

624. An officer may be called upon at any time by the Governor to submit himself for examination by a Medical Officer or Medical Board. An officer who has been on sick leave for a continuous period of three months, will unless specifically exempted on the advice of the Chief Medical Officer be required by the Governor to submit himself for examination by a Medical Board appointed for that purpose. Subsequent examination may be required after consideration of the first report of the Medical Board.

An officer may be called upon to appear before a Medical Board

625. If a Medical Board appointed under Order 624 advises that it is unlikely that an officer will be fit to return to duty at the end of his sick leave and that he should be discharged because of ill health the Permanent Secretary, Administration, may grant extensions of sick leave on full salary or half salary as provided in 623 until such time as a decision has been made on the recommendation of the Board.

Sick leave when Medical Board advises discharge on grounds of ill health

626. (1) The Governor in his discretion, may grant discretionary sick leave on full salary where an officer is suffering from -

Discretionary sick leave

- (a) an injury sustained when in the execution of his duties; or
- (b) an illness caused by or directly attributable to the nature of his duties.

(2) Sick leave granted under this Order shall not be taken into account for purposes of any other of these Orders.

627. An officer must seek medical advice when he is unwell or when he is instructed to do so by his Head of Department. If he fails to do so or fails to comply with the medical advice given he may render himself liable to disciplinary action.

Officers to seek medical advice when unwell or instructed

628. If for any reason it is decided that an officer should be examined by a Medical Board, he must present himself for examination at the place and time instructed and if he fails to do so, he will render himself liable to disciplinary action.

Failure to appear before a Medical Board

629. A female officer who is expecting a confinement may be granted the earned leave for which she is eligible. If she is a permanent and pensionable officer she shall be granted in addition maternity leave for up to two months with full pay. If the officer is a teacher or a nurse engaged on general nursing duties, she shall be granted three months maternity leave with full pay provided that in the case of a teacher, one month shall include any holidays which fall within the three month period. Where an officer has been employed for less than one year her maternity leave shall be one month.

Maternity Leave

If on completion of such earned leave and maternity leave the officer does not return to duty, she may be granted leave without pay, provided that if it is certified

by a Government Medical Officer that due to the manner of the confinement the officer is medically unfit to resume duty then any further necessary absence on this account may be granted as sick leave under the provisions of these Orders.

Payment of medical expenses

630. The total cost of any medical, hospital and travel costs of any officer who suffers an injury specifically attributable to the nature of his duty (or who becomes ill or contracts a disease as a result of the nature of that duty) will be met from public funds. But in no case will costs be so met if the injury (or illness or disease) is caused by, the officer's own culpable negligence or misconduct.

Provided that the costs of travel and treatment overseas will not be met from public funds unless treatment overseas is recommended by a Medical Board.

(d) Other Forms of Leave

Leave on urgent private affairs

631. An officer may be granted leave on the grounds of urgent private affairs and an application for such leave must be accompanied by a statement of the reasons for the application and be submitted to the Permanent Secretary, Administration, through the officer's Head of Department. The statement will, if desired, be treated, as confidential.

Granting of leave on urgent private affairs

632. Leave on urgent private affairs will be granted on the authority of the Governor and the officer granted leave will be required to take, as necessary, all leave for which he is eligible. He may be granted in addition leave on full salary to bring the total leave granted to 48 working days provided that such additional leave as may be granted will count against his future entitlement. He may in special circumstances be granted leave without salary, but such leave will not count as pensionable service although it will not be regarded as constituting a break in service for purposes of pension. If the officer retires, resigns or is discharged before he becomes eligible for leave equal to the additional unearned leave taken, he will refund to the Government the salary he was paid during that leave.

Special leave to attend sporting and other events

633. (1) Special leave on full salary may be granted by the Governor in the following circumstances -

- (i) to enable an officer who is selected by the proper authority to represent Montserrat or the West Indies in sporting events in either an administrative or playing capacity;
- (ii) where an officer is selected by the proper authority to represent Montserrat or the West Indies at a world wide or international gathering such representation is considered by the Government to be in the public interest;
- (iii) where an officer is selected by a recognised Staff Association or Union abroad.

(2) In such cases special leave will normally be limited to not more than one calendar month on any one occasion or in any year and any leave required over and above this maximum will be counted as leave without salary: provided that in any special case additional leave on full or half salary may be granted.

(3) Heads of Departments may grant special leave with full salary to officers and employees who are members of the Montserrat Defence Force to enable them to attend annual training.

Special leave in other circumstances

634. Special leave on full salary may also be granted by the Permanent Secretary Administration -

- (i) to enable an officer to sit an examination which the Government recognizes to be necessary for the officer's advancement in his branch of the service;
- (ii) to an officer to be absent from duty because he has been in contact with an infectious disease. In such circumstances special leave will be granted on the advice of a medical practitioner only if recommended by the Chief Medical Officer.

635 (1) Study leave may be granted to an officer who -

Study leave

- (i) is nominated by the Government to attend a course of study; or
- (ii) attends at his own request a course of study approved by the Government. Government approval will only be given if it appears that the additional training or qualification the officer will obtain is likely to be of value to the Government.

(2) Where an officer is nominated by the Government to attend a course of study -

- (i) He will be granted study leave on full pay for the first year of the course and thereafter study leave on half pay unless the Governor in exceptional circumstances considers it appropriate to grant full or more than half pay after the first year of the course -

Provided that if the officer is required to repeat any year, the remuneration paid to him during that year shall, under the provisions of this clause, be converted to a loan;

- (ii) In addition, he will be eligible to be reimbursed with any hotel or board and lodging expenses actually incurred -

Provided that where an officer is provided with free or reduced cost board and lodging, either wholly or in part, and/or is in receipt of any monetary grant during the duration of the course, reimbursement of his expenses will be reduced in proportion thereto;

- (iii) if the period of the course inclusive of vacations, is longer than 12 months, he will be required to utilise all the leave for which he is eligible as part of his study leave,

(3) Where an officer with the approval of Government attends a course of study but is not nominated by the Government to attend the course -

- (i) if the officer has been confirmed in a pensionable office he will be granted study leave without pay for the full period of the course;
- (ii) if the officer has not been confirmed in his appointment he must resign his appointment if he wishes to attend the course.

(4) Where an officer without the approval of Government accepts a bursary or other award to follow a course of training he must resign his appointment if he wishes to attend the course -

Provided that in such a case an officer may be granted the full amount of earned leave for which he is eligible -

- (i) if the officer has been confirmed in a pensionable office he may be granted leave without pay for the full period of the course. Such leave without pay will be deemed to be leave without pay not on grounds of public policy and will not count as pensionable service although pensionable service will not thereby be broken;
- (ii) if the officer has not been confirmed in his appointment he must resign his appointment if he wishes to attend the course.

Provided that in either case an officer may be granted the full amount of earned leave for which he is eligible.

(5) Study leave granted under this Order shall not be leave earning and the leave accounts of officers granted such leave will be adjusted in accordance with Order No. 638.

(6) In this Order, a "course of study is a course undertaken at a recognised University, College or similar institution the purpose of which is to enable an officer to obtain an academic or professional qualification with a view to his advancement in the public interest.

Bonding

636. (1) The grant of study leave for a period of 12 months or more will be subject to the execution of an agreement by the officer who is granted such leave to undertake to remain in the public service of Montserrat for a prescribed minimum period after the expiry of his leave. The prescribed minimum period will be calculated on the basis of one month for each month or part thereof of the leave granted, subject to the maximum of 60 months.

(2) The agreement may take the form of a Bond with or without sureties in default of which the officer or his sureties will be liable to repay to the Government all or any part of any allowance, fares, passages, and salary paid to him during the period of the course as the Governor may prescribe.

Report of Attendance and progress

637. An officer attending a course of study shall be required to furnish at such periods as may be prescribed, a certificate from the appropriate authority at the institution at which he is pursuing the course of study, in proof of his regular attendance and of his diligence and energy in his studies. If it is evident that the officer has abandoned the course or his progress is so unsatisfactory that it would be in the public interest to do so, the remaining period of study leave shall be cancelled and the officer required to return to duty.

(e) Leave - Miscellaneous Provisions

Leave accounts

638. (1) Permanent Secretaries and Heads of Departments shall be responsible for maintaining individual leave accounts in respect of all officers in their Ministry or Department. When an officer is transferred to another Ministry or Department his leave account will be forwarded together with his personal file to the Head of the officer's new Ministry or Department.

(2) All leave taken by an officer during his service shall be recorded in his leave account.

(3) On the first day of January each year an officer's leave account will be credited with his earned leave eligibility for the ensuing year, in accordance with Order 612. When an officer is appointed during the year his leave account will be credited on a *pro-rata* basis according to the number of complete months remaining in that year and a fraction of a day shall count as a whole day. At the same time accumulated leave from previous years will be carried forward, subject to paragraph (4) of this Order and to Order No. 613.

(4) At the end of each year, or at the time of proceeding on a course of study or training of more than 6 months duration, or on leave prior to retirement or resignation, or on termination of contract, an officer's leave account will be adjusted as follows -

- (i) a pro-rata reduction in earned leave eligibility will be made in respect of any working days spent on sick leave in excess of 150 days in that year, using 250 working days as the annual denominator in the fraction;
- (ii) a pro-rata reduction in earned leave eligibility will be made in respect of any complete months -
 - (a) spent on leave with salary or half salary; or
 - (b) spent on an overseas course of training or study in excess of 12 months duration; or
 - (c) remaining in the year when the officer proceeds on terminal leave.

Any fractions of a day in the aggregate of (i) and (ii) above will be disregarded.

639. An officer's eligibility for leave will lapse on his death and any payments of salary or allowances made in respect of a period subsequent to his death will be recoverable from his estate. Eligibility for leave to lapse on death of an officer

640. Leave granted on full or half salary counts as pensionable service and qualifying service for pension purposes. Leave granted without salary counts as qualifying service for pension and does not break continuity of pensionable service but it counts as pensionable service only when granted on grounds of public policy. Leave on full or half salary to count as pensionable service

641. Leave granted without pay will not count for purposes of increment unless it is granted as study leave or on the ground of urgent private affairs. Leave without pay not to count for purposes of increment save in certain circumstances

642. An officer proceeding on leave or transfer who is responsible for cash, stores or furniture who does not follow the handing over procedure laid down in Financial Instructions and Stores Rules will be liable for any deficiency which may subsequently be discovered. Officer to hand over cash, stores, furniture within his charge prior to proceeding on leave or transfer

643. All officers resuming duty after leave for periods longer than one month are required to report in writing to their Head of Department the date on which they resumed duty. Return to duty to be reported

644. On occasions listed in this Order a Government Medical Officer will report the circumstances to the Head of Department of the officer concerned - Medical Officer to make a report in certain circumstances

- (i) when an officer refuses to carry out, or in the opinion of the Medical Officer is neglecting to carry out the medical advice he was given;
- (ii) when in the opinion of the Medical Officer, an officer is feigning ill health;
- (iii) when in the opinion of the Medical Officer the illness of an officer has been caused by his own negligence or misconduct.

(f) Passages and Leave Passages

645. An officer who is not a Montserratian who is appointed on contract terms or who is seconded to the service of the Government of Montserrat will, unless the terms of the contract or secondment agreement provide otherwise, be eligible on Eligibility for passages of officers appointed on

secondment or contract terms

satisfactory completion of contract or secondment, for return passages by the cheapest economy air route for himself, his wife and up to four of their children to the place from which he was recruited.

Eligibility for leave passages for non-Montserratian officers

646. An officer holding a permanent and pensionable appointment who is not a Montserratian and who was brought to Montserrat at the expense of the Government may after each period of five years from the previous grant of leave passages be granted return leave passage by air at the cheapest economy class fare for himself, spouse and up to four children to his home, provided that the cost of passage for their children shall not exceed the cost of two adult economy class fares.

Eligibility for leave passages for Montserratian officers

647. (1) At any time after completion of a tour of four years resident service (and subject to the necessary financial provision having been made) all Montserratian officers serving on permanent and pensionable terms, shall be eligible for a return passage by air at the cheapest economy class fare to any destination in the Caribbean, not exceeding the cost of such fare to Jamaica, provided that their annual salary at the time the passage is granted is Grade M 27 or above.

(2) At any time after completion of a tour of six years resident service, officers whose annual salary is less than Grade M 27 shall similarly be eligible for a similar return passage by air.

(3) A Montserratian officer whose salary is Grade M 27 or above on 1st January, 1974, who was in the service on 31st March, 1970, shall be eligible for one return leave passage to the United Kingdom by air at the cheapest fare, in lieu of a leave passage within the Caribbean, on one occasion only during the course of his whole service career.

(4) Overseas passages shall normally be granted where the period of leave to be spent abroad is in excess of fourteen working days.

Alternative to air passage

648. (1) An officer may travel on leave other than by air but the cost of the passage in excess of the cost of the air fare will be borne by the officer himself.

(2) An officer granted a leave passage may elect to spend his leave at a destination other than that of his passage entitlement. In such cases he may be granted the actual cost of the air fare to his destination or his passage entitlement, whichever is less.

Period of leave to be spent outside Montserrat

649. Except for reasons of ill health or on grounds of urgent private affairs, a leave passage will not be granted in respect of a period of less than three weeks spent outside Montserrat.

Leave passage before completion of tour

650. Where leave is granted on grounds of ill health or urgent private affairs, or for purposes of study, an officer who has not completed the tour prescribed by Orders 647 or 648 may be granted such proportion of the cost of the leave passage as the length of his resident service bears to the length of such tour.

Passages to family of officer who dies while in the public service

651. If an officer who is not a Montserratian is on the permanent and pensionable establishment and dies whilst in the service, passages will be provided for his widow and children under the age of 19 years who are unmarried and dependent, to the place where the officer was originally recruited, or to the country of domicile, or to the birthplace of the widow, provided the removal takes place within six months of the officer's death. Should the widow leave Montserrat within this period to reside

elsewhere, she will be provided with a passage grant not exceeding the cost of the passages to the nearest of the places above mentioned. In all the afore-mentioned circumstances, widows, will be eligible for baggage allowance comprising - the entire cost of surface transportation of personal and household effects up to a limit of 200 cubic feet, or five shipping tons, including such incidental charges as port dues, wharfage, dock and cartage charges, clearance charges and agency fees, customs attendance and carriage to the ultimate destination, but excluding all insurance charges.

The baggage allowance may be paid in the appropriate circumstances, to the administrators of a deceased officer's estate for the transportation of the personal effects of the deceased officer to his home country.

652. An officer who is appointed to the public service of Montserrat and provided with passages and other allowances under the provisions of Orders 213 or 214 will be required to sign a Passage Agreement in the form set out in Appendix III to these Orders. Passage agreement

653. An officer granted a leave will be required to sign a Leave Passage Agreement on the form set out in Appendix IV to these Orders, provided that officers who are granted passages on retirement or pre-retirement leave will not be required to sign such an Agreement. Leave Passage agreement

654. Nothing in these Orders shall give any officer a right to leave passages or other related privileges. Leave passage not a right

SCHEDULE (CHAPTER 6)

ANNUAL LEAVE EARNING RATES

Category of Officers	Leave in respect of of each of resident Service	Maximum annual accumulation of earned leave
A. Officers in receipt of an annual Salary in Grade R20 or above	27 working days	18 working days
B. Officers in receipt of an annual Salary in Grade R29 - 21	21 working days	14 working days
C. Officers in receipt of an annual Salary Grade R 30 or below	15 working days	10 working days

Note: Working days exclude Saturdays, Sundays and Public Holidays