



PRIME MINISTER'S OFFICE
REPUBLIC OF MAURITIUS

SEC/CSA/1

10 January 2012

From : Secretary to Cabinet and Head of the Civil Service
To : Supervising Officers of Ministries/Departments

Time-off on Special Occasions

The early release of staff on 03 January 2012, despite the fact that it was deemed to be a normal working day, has given rise to grave concern regarding the provision of normal services by the Public Sector.

2. In order to avoid the recurrence of such a situation, it has been decided that, henceforth, in the absence of any written instructions from the Ministry of Civil Service and Administrative Reforms, Supervising Officers should, in no circumstances, authorize the early release of staff otherwise than is expressly provided for in Section 6 of the Human Resource Management Manual, which is reproduced hereunder:


"Section 6 : Time-off on Special Occasions

5.6.1 (1) A Supervising Officer may, subject to the exigencies of the service –

- (a) *release officers (except officers of the Disciplined Force) as from noon on the eve of Christmas and New Year;*
- (b) *grant two hours time-off to officers (except officers of the Disciplined Force) in respect of any two religious festivals of their choice during the year.*

(2) *Where, owing to the exigencies of the service, it may not be possible to release officers under sub-paragraph (1), specially in areas where services are offered to the public, the Supervising Officer shall decide whether the services can be provided with a skeleton staff or not and, if so, shall make appropriate arrangements".*

3. The content of this Circular should also be brought to the attention of all parastatal bodies falling under the aegis of your Ministry.


S. C. Seebharruck, GOSK
Secretary to Cabinet
and Head of the Civil Service