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**CIRCULAR NO. 4**  
**OSC Ref. 600/1<sup>44</sup>**

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**Permanent Secretaries**  
**Heads of Department**

### **STUDY LEAVE AND DAY RELEASE**

Public Officers in Ministries/Departments who have a minimum of three (3) years permanent service are invited to submit applications for the grant of Study Leave to commence in the 2020/2021 Academic Year, using the accompanying specimen form. Study Leave is granted in accordance with Staff Order 7.8.2.

Officers should note that in keeping with Staff Order 7.8.2, no more than twenty-four (24) months fully-paid Study Leave will be granted. Therefore, officers are encouraged, where possible, to complete as much of the programme on a part-time basis prior to applying for full time Study Leave.

Approval for Study Leave is **not** normally granted to pursue courses of study overseas, where similar courses are offered locally; nor will the leave be granted to attend local institutions on a full-time basis, where the course is available on a part-time basis, except in exceptional cases. **Additionally, please note that STUDY LEAVE WILL NOT BE GRANTED TO PURSUE ON-LINE COURSES.**

Officers who enter full-time courses of training without prior approval, may disqualify themselves from being considered for the grant of Study Leave, and could also have disciplinary proceedings instituted against them.

**Applicants are reminded that Study Leave Application Forms MUST BE submitted to this Office as soon as applications for full-time study are made to the institutions that they are desirous of attending. Officers should not wait until they have been accepted to the institutions or transferred to full-time status to submit Study Leave Application Forms.**

Officers with at least one (1) year's continuous employment are also invited to submit applications for the grant of Day Release to commence in the 2020/2021 Academic Year using the same application form. Day Release is granted in accordance with Staff Order 7.8.4.

**Where acceptance/transfer/status letters from the tertiary institutions at which the studies are contemplated or being continued are not available at the time of applying, these should be submitted as soon as they are received. Officers should not wait until they have received these letters to submit Study Leave/Day Release Application Forms.**

In the Ministries/Departments (MDs) with delegated human resource functions under the Public Service Regulations, 1961, officers who are or will be pursuing studies that do not relate to the mandate of the Ministry/Department and require Study Leave should forward their applications through their respective Human Resource Departments to the Public Service Commission for consideration. Additionally, requests for Day Release should be processed by the MDs with delegated authority.

**Officers are required to get prior approval from the Public Service Commission for the acceptance of scholarships in keeping with Public Service Regulations No. 15.**

**Completion of Application Form**

**It is important that application forms are carefully examined by the designated officer in the Human Resource Department before submission to this Office,** to ensure that they are properly completed. Failure to do so will delay the processing of the applications.

In this regard, your attention is specifically invited to the following areas:

- a) the suitability of each applicant to undertake the course of study, and how the training is important to the applicant's work/career goals;
- b) how the proposed training will benefit the organization and/or the wider Service; and
- c) whether funds will be available in the event that a replacement will be required to perform the duties of the officer who is granted Study Leave.

It is to be clearly understood that in considering applications for the grant of Study Leave, emphasis will be placed on the areas of study where there is greatest need in the Public Sector.

**INCOMPLETE APPLICATION FORMS WILL NOT BE CONSIDERED.**

**CLOSING DATE**

Applications for Study Leave should reach the Office of the Services Commissions **no later than Tuesday, March 31, 2020.** Over the years, some Ministries/Departments continuously disregard the deadline given and submit application forms months after the closing date. **The designated officer is asked to ensure that this deadline is met,** in order that the applications can be properly processed in this Office and presented to the Public Service Commission for consideration, prior to the start of the Academic Year. In light of the foregoing, **LATE APPLICATIONS WILL NOT BE CONSIDERED.**

**Please note that where the designated officer responsible for submitting these applications is negligent in carrying out these duties, that officer may become liable for disciplinary action.**

**Permanent Secretaries and Heads of Department are requested to ensure that this Circular is brought to the attention of all officers who are eligible for the grant of Study Leave or Day Release, and also to take the appropriate steps to ensure that the deadline for receiving applications is met.**



Jacqueline Mendez (Mrs.), JP  
Chief Personnel Officer