

CIRCULAR 18/2024

From: Permanent Secretary for Civil Service

Phone: 8924323

To: All Permanent Secretaries

Date: 02 December 2024

Subject: Effective Leave Administration

File Ref: MCS 14/4

- 1.0 The increasing tendency of Officers accumulating and not utilizing annual leave or Time off-In-Lieu warrants a review of the important issue of leave administration. General Orders 705(c) clearly stipulates that an Officer can only carry forward a maximum of twelve (12) working days of their annual leave entitlement from one year to another. Therefore, there should be no justification for the accumulation of annual leave beyond what is permissible, nor payment of compensation in lieu, if leave is properly administered.
- 2.0 Officers should be released to take their annual leave when it is due, or within six (6) months, if deferred, in accordance with GO705(e). Extension beyond six (6) months should be discouraged, and Management must ensure officers take their leave immediately after the six-month extension. Civil Servants, including Permanent Secretaries, will not receive cash compensation for any unused leave days, which are not properly authorized for deferment or rollover.
- 3.0 Additionally, Officers are reminded to utilize their accrued TOIL within six (6) months from the date it is earned. Proper monitoring mechanisms should be in place to ensure TOIL is taken in a timely manner, avoiding unnecessary accumulation and operational disruptions.
- 4.0 Officers transferred from one Ministry to another should take all leave due prior to resuming their duties in their new Ministry.
- 5.0 The above measures are intended to help improve leave and workforce management, in the interest of better administration and improved efficiencies.
- 6.0 For any queries relating to the above, please contact MCS Policy Division through email on mcpolicy.fiji@gmail.com.

Thank you.



Parmesh Chand

Permanent Secretary for Civil Service