

CIRCULAR 14/2025

From: Acting Permanent Secretary for Civil Service **Phone:** 892 4320
To: All Permanent Secretaries **Date:** 16 October 2025
Subject: **Annual Leave Management for Officers Transferring to Another Ministry or Inter – Ministerial Transfer** **File Ref:** MCS 14/2

1.0 Purpose

1.1 This Circular outlines the arrangements for managing outstanding annual leave when a civil servant accepts employment in another Ministry, including provisions for the transfer of an approved leave balance by mutual agreement of the respective Permanent Secretaries (PSs).

2.0 Transfer Between Ministries (No Resignation Required)

2.1 Where a civil servant is offered employment in another Ministry, the officer is not required to resign from the current Ministry.

2.2 The receiving Ministry shall issue an offer letter to the officer, while the current Ministry shall issue a release letter to facilitate a smooth transfer in accordance with established procedures.

3.0 Annual Leave on Transfer: Default Rule and PS-to-PS Agreement

3.1 Default Rule - Prior to the effective date of transfer, outstanding annual leave should ordinarily be utilised with the agreement of the current Ministry, subject to service delivery requirements.

3.2 Exception by Agreement - Where utilisation prior to transfer is impracticable, outstanding annual leave may be transferred to the receiving Ministry through a written PS-to-PS agreement (hereinafter referred to as "PS Agreement").

3.3 The PS Agreement must, at a minimum, specify:

- a) the verified leave balance (in days/hours) as at the date of release;
- b) the timeframe for utilisation by the officer after transfer (normally within 6–12 months of the transfer date, unless otherwise agreed);
- c) the responsible Ministry for administering and recording the transferred leave; and
- d) any service-critical blackout periods during which leave cannot be taken.

4.0 No Cash-Out on Transfer

4.1 No payment in lieu of leave shall be processed for officers transferring to another Ministry, whether on a sideways transfer or promotion, or in cases of inter-ministerial transfer.

4.2 Where a PS Agreement is in place under clause 3.2, the verified balance shall be transferred and managed by the receiving Ministry in accordance with the agreed utilisation timeframe.

4.3 Cash-out may only occur where permitted under applicable policies and not in connection with a transfer between Ministries.

5.0 Records, Verification, and Payroll

5.1 Before the transfer takes effect, the current Ministry's HR Unit shall:

- a) verify the officer's leave balance against HR/payroll records;
- b) ensure any approved leave taken prior to transfer is posted; and
- c) obtain and file the signed PS Agreement where leave is to be transferred.

5.2 The current Ministry shall provide the receiving Ministry with:

- a) the verified leave statement;
- b) personnel file of the Officer; and
- c) a copy of the signed PS Agreement (if applicable).

5.3 The receiving Ministry shall record the transferred balance in its HR/payroll system and monitor utilisation in line with the PS Agreement.

6.0 6.0 Compliance and Accountability

6.1 Permanent Secretaries are requested to ensure Heads of Departments and HR Units strictly enforce this directive.

6.2 All documentation (leave statement, release letter, offer letter, and if applicable the PS Agreement) must be placed on the officer's personal file prior to effecting the transfer.

7.0 Any queries regarding this matter should be directed to the Ministry of Civil Service, Policy Unit, via email at mcspolicy.fiji@gmail.com



Pita Tagicakirewa

Acting Permanent Secretary for Civil Service