

CIRCULAR 09/2025

From: Permanent Secretary for Civil Service

Phone: 892 4320

To: All Permanent Secretaries

Date: 25 July 2025

Subject: **Compliance with the Learning and Development Guideline**

File Ref: MCS 14/2

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- 1.0 This Circular serves to reaffirm the application of the Learning and Development Guideline issued by the Ministry of Civil Service, particularly concerning provisions related to Study Leave across the Fijian Civil Service.
 - 2.0 Study Leave is a key enabler of long-term academic advancement for Civil Servants and is intended to support the acquisition of qualifications aligned with ministry-specific and national priority skills. This investment in human capital is critical to strengthening institutional capability and enhancing service delivery outcomes.
 - 3.0 Section 6 of the Learning and Development Guideline sets out the terms and conditions governing scholarships and Study Leave, including Leave Without Pay, Leave with Partial Pay, and Leave with Full Pay.
 - 4.0 All Ministries and Departments are reminded to strictly adhere to the provisions of Section 6 when processing requests for Study Leave and/or scholarship arrangements.
 - 5.0 Effective from the date of this Circular, all requests for Study Leave, whether without pay, with partial pay, or with full pay, must be submitted to the Ministry of Civil Service for review and advisory **prior to approval**.
 - 6.0 Permanent Secretaries are requested to ensure that the contents of this Circular are disseminated to all relevant officers within your respective Ministries and Departments for full compliance.
 - 7.0 Should there be any clarification on the above, please do not hesitate to contact Mr. Arvin Singh via email arvin.singh@mcs.gov.fj or mobile 8924329

Thank you.



Amenatave Yauvoli
Permanent Secretary for Civil Service