



# **CIRCULAR MEMORANDUM**

## **No. 3 of 2013**

**MY REF:** GEN/4/01/01/13 (3)

**FROM:** Chief Executive Officer, Ministry of the Public Service and Elections & Boundaries

**TO:** Office of the Governor General, Chief Justice, Auditor General, Contractor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: SICK LEAVE RETURNS**

**DATE:** 3 April 2013

The Ministry of the Public Service and Elections & Boundaries, being cognizant of the fact that sick leave has been and continues to be abused by some public officers, will be instituting a monitoring mechanism to attempt to address what is considered a chronic situation.

To aid this process, the assistance of ministries/departments is required in the submission of monthly returns showing sick leave utilized by officers i.e. permanent established and temporary, salary for each officer, dates of such leave and, where applicable, names of attending physicians. The information will be compiled in a database and serve to provide the following:-

- a. Empirical evidence on the extent of absenteeism on the basis of illness;
  - i. its impact on productivity
  - ii. cost to Government
- b. Possible collaboration with the Ministry of Health to monitor the amount of sick leave afforded to officers by medical practitioners;
- c. Determination of assistance to public officers through the Employee Assistance Programme (to be established).

Sick leave returns are requested as follows:

- (1) For period January 2012 – December 2012 (due by 31 May 2013);
- (2) For period January to March 2013 (due by 21 June 2013);
- (3) Sick leave returns should be submitted at the end of each month thereafter;

(4) provision of the requested information does not exempt Ministries/Departments from making submissions regarding excess sick leave (utilized by officers) as required by Public Service Regulations 63(1) through 64(4).

Sick leave returns may be submitted electronically to the following email address: [admin.assistant@mps.gov.bz](mailto:admin.assistant@mps.gov.bz)

As an incentive to officers who will be required to undertake research on sick leave retroactive to January 2012, and prepare reports, in addition to their normal duties, an honorarium will be provided to such officers by the Ministry of the Public Service and Elections & Boundaries, at the time of submission of reports.

The Ministry looks forward to receiving the requested information on a timely basis, and on the attached format.



**MARIAN McNAB**  
**CHIEF EXECUTIVE OFFICER**

*Att.*

**cc:** President, PSU  
Director, CITO (for circulation)