



Making Barbados Work Better

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FROM: Permanent Secretary,
Ministry of the Civil Service

TO: Head of the Civil Service
Cabinet Secretary
Solicitor General
Director of Finance and Economic Affairs
Chief Personnel Officer
Permanent Secretaries
Heads of Department

DATE: July 23, 2004

SUBJECT: **Revised Short Periods of Study Leave to Prepare For and Write Examinations**

The Services Commissions (Judicial and Legal, Police and Public) have approved revised conditions to Public Officers for the grant of short periods of study leave to prepare for and write examinations. Except as otherwise stated, these conditions shall apply to permanent and temporary officers.

I. Degree (including Associate Degree), Certificate, Diploma or Professional Examinations

- (i) A total of four (4) weeks in any one calendar year to prepare for and write degree, certificate, diploma or professional examinations.
- (ii) In cases where the semester system is in operation, the study leave should be granted as follows:

- a. Two (2) weeks only for the first semester examination
 - b. Two (2) weeks only for the second semester examination
- (iii) In the case of temporary officers with more than one (1) year but less than two (2) years' service, a total of two (2) weeks in any one calendar year to prepare for and write degree, certificate, diploma or professional examinations. In cases where the semester system is in operation, the study leave should be granted as follows:
- One (1) week study leave only per semester;

II. Degree (including Associate Degree), Certificate, Diploma or Professional Examinations through Distance Learning

- The same conditions should apply as those outlined above.

III. Departmental Examinations

One (1) week should be granted in any one calendar year for departmental promotion examinations.

IV. Other Examinations

One (1) week should be granted in any one calendar year for any other examinations including Ordinary and Advanced Level examinations. At the Ordinary Level, leave should be granted only to persons who are preparing for at least two (2) subjects.

2. In considering whether to grant requests for short periods of study leave, the following guidelines should be taken into account:

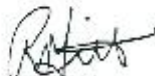
- (i) A maximum of two (2) weeks may be taken at any one time for any examination or group of examinations.
- (ii) If the examination falls outside the period of study leave, then the officer may be required to take vacation leave to write the exams.
- (iii) Those persons who have NOT been granted training leave to pursue the Executive Masters in Business Administration (EMBA) should be granted short periods of study leave to take

examinations and this leave should be granted on the same basis as recommended for officers pursuing degree programmes.

- (iv) Those persons who have been granted training leave would not be eligible for short periods of study leave.
- (v) Only those persons who are pursuing recognised programmes at educational and training institutions should be granted short periods of study leave.
- (vi) A Study Leave Year is equivalent to one (1) calendar year, that is, January to December.
- (vii) At the beginning of each calendar year, the Heads of Ministries/Departments should ensure that there is a roster which would indicate the schedule of short periods of study leave which would be required by officers. Applications for short periods of study leave should be in conformity with the leave roster prepared and approved for that purpose.
- (viii) Applications for short periods of study leave should be submitted in writing and the appropriate forms should be duly completed.
- (ix) The onus would be on the officer to provide satisfactory evidence to the Heads of Ministries/Departments that:
 - a. He/she will be pursuing a course/programme of study which leads to examinations. Attached is a copy of the form which must be signed and stamped by an official of the institution verifying that the officer is enrolled in a course of study leading to examinations and the month(s) in which the examinations will be written. The officer should also provide a schedule of the examinations to be taken.
 - b. He/she will, in fact, be preparing to take the particular examination(s) for which study leave is requested.
 - c. He/she actually wrote the examinations by providing proof of the results.
- (x) An officer who fails an examination should be granted study leave on only one (1) occasion thereafter to prepare for it.

3. The grant of leave is not a right but subject to the exigencies of the Public Service. The effective date for the implementation of these revised conditions is 1st September, 2004.

4. These arrangements are designed to encourage the continuous development of public officers whilst permitting Ministries and Departments to plan effectively for their human resource needs.


R.A. Fitt

Permanent Secretary