



**THE OFFICE OF THE PRESIDENT  
Public Service Bureau**

**Circular No.7 of 2023**

**Date: 18 December 2023**

**TO:**

<b>Secretaries of State</b>	<b>Chairperson of Electoral Commission</b>
<b>Attorney General</b>	<b>Chairperson of Public Service Appeal Board</b>
<b>Commissioner of Police</b>	<b>Chief Secretary Public Service</b>
<b>Chairperson of Constitutional Appointments Authority</b>	<b>Principal Secretaries</b>
<b>Ombudsman</b>	<b>Clerk of the National Assembly</b>
<b>Director General Seychelles Intelligence Services</b>	<b>Master / Registrar, Supreme Court</b>
	<b>Chief Executive Officers</b>

**Subject: Conversion of Accrued Leave into Cash under Exceptional Circumstances**

In light of recent unprecedented calamities affecting Seychelles on the 7 December 2023, and recognizing the unique circumstances faced by public officers, the government has implemented a policy allowing the conversion of accrued leave into cash. Additionally, a provision has been made for public officers who have accrued more than 42 days of leave, yet due to justifiable reasons are unable to take leave, allowing them to convert 14 days of leave into cash. This Circular Memo provides details on the procedures and conditions for the conversion of accrued leave into cash for these exceptional circumstances.

**1. Conversion of Accrued Leave for Public Officers Affected by Calamities**

Public officers who have been directly affected by the unprecedented calamities in Seychelles on the 7th of December are eligible to request the conversion of their accrued leave into cash. The request must be submitted to the Human Resources Section, accompanied by a statement outlining the specific impact of the calamity on the employee. The payment for the converted leave will be subject to the availability of funds, and employees will be duly informed if the request is approved or not based on financial constraints.

## **2. Conversion of Leave for Public Officers with Accrued Leave Exceeding 42 Days**

Public officers who have accrued more than 42 days of leave and can provide justifications for their inability to take leave are eligible to convert 14 days of their accrued leave into cash. Valid justifications may include critical work responsibilities, project deadlines, or other exceptional circumstances preventing the officer from utilizing their leave entitlement. Similar to the first circumstance, payment is contingent upon the availability of funds, and employees will be informed of the decision based on financial considerations.

### **Procedures for Submitting Requests:**

1. Public officers wishing to convert accrued leave into cash must submit a written request to the Human Resources Section.
2. The request must include relevant details such as the reason for the request, the number of days to be converted, and any supporting documentation.
3. All requests will be reviewed by the Senior Management of the MDA, approved by the Accounting Officer based on the availability of funds, and decisions will be communicated to employees in a timely manner.

Deadline for submission: **Thursday 21 December 2023.**

### **Note to Employees:**

1. It is essential for employees to understand that the conversion of accrued leave into cash is contingent upon the availability of funds. The government will make every effort to accommodate these requests, but financial constraints may impact the approval process. Employees will be promptly notified of the outcome of their request.
2. This policy, facilitating the conversion of accrued leave into cash for public officers, is applicable for the current financial year only.
3. Following the conclusion of this year, the policy will revert to the standard guidelines as per the Public Service Order (PSO).

Your understanding and cooperation during this period of exceptional circumstances are highly appreciated.

For any inquiries or assistance, please contact my office in writing.



Shella Mohideen (Mrs.)  
**CHIEF SECRETARY**  
**PUBLIC SERVICE BUREAU**

