

PUBLIC OFFICERS LEAVE RULES

G.N. 161/1958

(SECTION⁵)

[Commencement 20th September, 1958]

- 1.** These Rules may be cited as the Public Officers Leave Rules. Title.

⁵ Originally made under Section 57 of the Public Service Act, 1964 (No. 11 of 1964).

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- Application. **2.** Application for leave must be made on the approved form and submitted in time to allow the application to be dealt with and arrangements to be made for the performance of the officer's duties during his absence on leave, and in any case not less than two weeks before the leave is due to commence.
- Leave on pay not granted under one year. **3.** Vacation leave or leave of absence will be not granted to any public officer who has not completed one full year's service, nor will leave be granted in respect of any previous term of service.
- Vacation leave. **4.** Vacation leave will, subject to the exigencies of the service, be granted without any special grounds being shown.
- Leave of absence. **5.** Leave of absence will not be granted as of course.
- Leave of retiring officer. **6.** (1) An officer applying for leave with the intention of retiring will be granted any vacation leave for which he is eligible.
- (2) An officer applying for leave with the intention of retiring will not be granted leave of absence save in exceptional circumstances, such as serious indisposition, or as a reward for outstanding services.
- Leave of resigning officer. **7.** (1) An officer resigning may be granted vacation leave but only when his intention to resign has been communicated to the Governor-General in reasonable time for arrangements to be made for the performance of the duties of his post after his resignation.
- (2) An officer resigning will not be granted any leave of absence.
- Sick leave. **8.** (1) In the event of an officer remaining on the sick list for more than 28 days, full pay will be granted in respect of any full pay leave due after the expiration of the period of normal sick leave. Thereafter seven-eighths salary may be paid for periods up to an inclusive total of six months' absence from duty. Medical certificates must be submitted to the Establishment Secretary through the Head of Department and the Chief Medical Officer for each extension. One certificate may cover up to three months' extension if necessary.

(2) Should the officer still be unfit to resume duty further sick leave, up to a maximum of six months, will be granted on half pay. Medical certificates must be submitted as prescribed by paragraph (1).

(3) If at the end of this additional period of sick leave the officer is still ill a medical board will be convened for the purpose of invaliding him out of the service.

9. (1) Staff with less than five years' service will be granted sick leave available up to four weeks plus whatever full pay vacation leave is due.

Maternity leave.

(2) Staff with more than five years' service and up to ten years' service will be granted sick leave available up to four weeks plus any full pay vacation leave earned plus half pay leave available, provided the total leave granted does not exceed ten weeks.

(3) Staff having completed ten years' service or more will be granted sick leave available up to four weeks plus any full pay vacation leave and half pay leave earned, provided the total leave granted does not exceed twelve weeks.

(4) No sick leave for pregnancy will be granted more than once in three years.

10. Service for leave will commence from the date on which an officer takes up the duties of the office to which he is appointed, and on the completion of every twelve months after that date he will be regarded as having earned the annual leave laid down in the Act notwithstanding the fact that he may have been on leave for any period during the preceding twelve months.

Calculation.

11. Before commencing his leave every officer shall furnish the Head of his Department with an address at which he may be communicated with during his leave.

Address to be furnished.

12. Leave will commence —

(a) in the case of an officer stationed in Nassau, from the date from which the leave is granted;

(b) in the case of an officer stationed in an Out Island —

(i) if the leave is to be spent in Nassau, from the date of arrival in Nassau, provided that he proceeds thither by the first available direct opportunity after handing over to his relief;

Commencement of leave.

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- (ii) if the leave is to be spent on an Out Island other than that on which he is stationed, from the date of departure from the Out Island on which he is serving provided that he proceeds thence by the first available opportunity after handing over to his relief;
 - (iii) if the leave is to be spent outside The Bahamas from the date of his departure from The Bahamas provided that no undue delay occurs between the date of handing over to his relief and the date of departure from The Bahamas.

Leave of officers
stationed in Out
Islands.

13. An officer proceeding on leave from an Out Island must report in writing to the Head of his Department —

- (a) the date of his departure from the Out Island on which he is serving if his leave is to be spent in another Out Island; or in other cases,
- (b) the date of his arrival in Nassau,

and in the event of his spending his leave outside The Bahamas will during any period from which he may be unavoidably detained in Nassau prior to departure on leave perform such duties as the Head of his Department may require.

Return to duty.

14. An officer who has been granted leave will report for duty in Nassau or such other place as may be notified to him not later than the date on which the leave granted expires. If for any reason an officer is unable to report for duty by the date of the expiration of his leave he must apply for such extension of leave as may be necessary giving as much notice as possible to the Governor-General if the leave is being spent in the United Kingdom or to the Head of his Department if the leave is being spent elsewhere; and such extension of leave may be granted with such salary as he may be entitled to receive under the Act or without salary if he is not entitled to any further leave with salary.