DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO.22 OF 2016

DATE: 24TH OCTOBER 2016
FILE: SEC: 1-4-12(A)
TO: ALL NATIONAL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
HEADS OF OTHER PUBLIC AUTHORITIES

CHRISTMAS AND NEW YEAR HOLIDAY SHUTDOWN PERIOD – 2016/17

This Circular Instruction applies to all Departments, Provincial Administrations and Offices of the National Public Service, and Departmental Heads and Provincial Administrators are required to inform their staff of the arrangements contained herein.

The Heads of other State Services and statutory authorities are to take note of the holiday arrangements in the Public Service described hereunder and to determine the applicability of these arrangements in their own organizations, provided that essential and emergency services are maintained for the Government and the public at all times.

The Government has determined the arrangements for the Christmas & New Year Holiday Shut Down. The Shut Down starts after lunch on Friday 23rd December 2016 (half day) and ends on Monday 02nd January 2017. **All public servants are to return to work on Tuesday 03rd January 2017**. The status of each day of the Shut Down period is as follows:

Friday 23rd December 2016	**Working Day to lunchtime (half day for travel and shopping)**
Saturday 24th December 2016	**Weekend Day Off**
Sunday 25th December 2016	**Christmas Day**
Monday 26th December 2016	**Boxing Day, Public Holiday**
Tuesday 27th December 2016	**Public Holiday (in lieu of Christmas day falls on Sunday)**
Wednesday 28th December 2016	**Christmas/New Year Shutdown Day Off**
Thursday 29th December 2016	**Christmas/New Year Shutdown Day Off**
Friday 30th December 2016	**Christmas/New Year Shut Down Day Off**
Saturday 31st December 2016	**Weekend Day Off**
Sunday 01st January 2017	**New Year's Day**
Monday 02nd January 2017	**Public Holiday (in lieu of New Year day falls on Sunday)**

The three paid shut down days are Wednesday 28th December, Thursday 29th December and Friday 30th December 2016. They are not leave days and are not to be accrued if not taken. They are for the convenience of closing the Government offices. Officers that are required to work to cater for essential and emergency services and rostered work arrangements will not be paid overtime, but will be awarded with a paid day off at a future date.

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The NEC has directed that Public Health Authorities, Hospitals, the Police Force, the Correctional Service, the Defence Force, the public utilities, and other organizations providing essential and emergency services will not be shut down and will make their own internal arrangements to cater for essential and emergency services during the Christmas & New Year Holiday period.

The Departments of Finance and the Immigration & Citizenship Services Authority will continue to work as normal under the arrangements described in this Circular Instruction.

All inquiries concerning this Circular Instruction may be made to the officers of the Department of Personnel Management on the following telephone numbers 3276309, 3276392, 3276373, 3276443, 32763549 and 3276341.

Let me, wish you and your families a safe and blessed Christmas and a prosperous New Year.

JOHN M. KALI CMG OBE
Secretary

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