DEPARTMENT OF PERSONNEL MANAGEMENT

Office of the Secretary

CIRCULAR INSTRUCTION NO.18 OF 2015

DATE: **03RD NOVEMBER 2015**
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 – 2015/16

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 Thursday 24th December 2015 (half day) and ends on Friday 01st January 2016. **All public servants are to return to work on Monday 04th January 2016**. The status of each day of the Shut Down period is as follows:

Thursday 24th December 2015	**Working Day to lunchtime (half day for travel and shopping)**
Friday 25th December 2015	**Christmas Day, Public Holiday**
Saturday 26th December 2015	**Boxing Day, Public Holiday**
Sunday 27th December 2015	**Weekend Day Off**
Monday 28th December 2015	**Christmas/New Year Shutdown Day Off**
Tuesday 29th December 2015	**Christmas/New Year Shutdown Day Off**
Wednesday 30th December 2015	**Christmas/New Year Shut Down Day Off**
Thursday 31st December 2015	**Christmas/New Year Shut Down Day Off**
Friday 01st January 2016	**New Year's Day Public Holiday**

"RISE UP, STEP UP, SPEAK UP"

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The four paid shut down days are Monday 28th December, Tuesday 29th December, Wednesday 30th December and Thursday 31st December 2015. 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.

The NEC has directed that Public 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 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 3276336, 3276392, 3276308, 3276443, 3276373 and 3276341.

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

JOHN M. KALI, OBE
Secretary