



LETTER CIRCULAR

Information: ✓

Action Required: ✓

Ref: HR/38/2018

From: Mary Scicluna, Director HR (MEDE)

To: Permanent Secretary, Directors General, Directors, College Principals, Heads of State School, Heads of Resource Centre, Learning Support Centre Managers and Heads of Section/Unit

Subject: Donation of Vacation Leave/31.25 Hours Special Leave for Humanitarian Reasons (Centrally-Managed Fund at OPM)

Date: 30th November 2018

All public officers within the Ministry for Education and Employment (MEDE) are being reminded that they may on a voluntary basis donate part of their vacation leave entitlement from calendar year 2018 and, or part of any accumulated time off in lieu to be utilised by other public officers for justified humanitarian reasons such as:

1. when public officers themselves, or a family member up to the fourth degree, or a member officially residing in the same household, is suffering from a serious and prolonged illness;
2. when public officers are undergoing a full-time substance abuse rehabilitation programme and are required to undertake any part thereof during office hours;
3. when public officers are undergoing a full-time residential/semi residential medical assistance programme for the treatment of eating disorders and weight behavioural problems.

In case of teaching grades, employees may donate from their 31.25 hours special leave entitlement for scholastic year 2018/19.

Prior to donating hours, employees are to ensure that they retain a balance of hours to be utilised for their own personal needs.

The donation of vacation leave of the General Service Grades is being co-ordinated by the Human Resources Directorate within MEDE.

In order to facilitate the process, employees who wish to donate vacation leave from their annual leave entitlement of **200 hours** to be transferred in the centrally-managed fund at OPM may fill in appendix 4 (attached) and send their form by post by not later than **31st January 2019** to the Ministry for Education & Employment, Attn: General Service Grades Section, Great Siege Road, Floriana.

Employees in the **teaching class** may send the above mentioned form (Appendix 4) at the end of scholastic year 2018/19 by not later than **30th September 2018**.

Whilst the voluntary donation of a few hours (*even less than one day*) might seem to be insignificant on its own, collectively, all contributions would help to build up a fund to serve a most considerate purpose in support of fellow members of staff facing evident difficult circumstances such as serious medical conditions or life threatening illnesses or requiring leave to care for an immediate family member facing similar critical situations.

Mary Scicluna
Director HR (MEDE)