



# CIRCULAR MEMORANDUM NO. 1 OF 2016

**MY REF:** GEN/4/01/01/16 (37)

**FROM:** Chief Executive Officer, Ministry of the Public Service, Energy and public Utilities

**TO:** Office of the Governor General, Chief Justice, Auditor General, Solicitor General, Financial Secretary, Cabinet Secretary, Chief Executive Officers and Heads of Department

**SUBJECT: VACATION LEAVE RETURN - 2015**

**DATE:** 4<sup>th</sup> January, 2016

In an effort to update vacation leave records for officers throughout the Public Service; this Ministry is requesting that vacation leave returns for the year 2015 be submitted no later than 9<sup>th</sup> March, 2016.

Therefore your submission of vacation leave return for 2015 must include the following:

- i. Balance brought forward as at 31<sup>st</sup> December, 2014;
- ii. Vacation leave taken showing actual dates and the equivalent amount of days;
- iii. Vacation leave earned;
- iv. Balance as at 31<sup>st</sup> December, 2015.

In submitting the above information, please bear in mind the provisions of Regulations 138 (1), 143 (1), 152 (a) to (g) of the Belize Constitution (Public Service) Regulations, 2014.

Finally, kindly indicate if the 24<sup>th</sup> and 31<sup>st</sup> December, 2015 were treated as one half (½) day leave.

Submitted for your attention and compliance.

**ROGER YOUNG (Mr.)**  
**for CHIEF EXECUTIVE OFFICER**