

**Reference No:** 17/12/2007 LP;     **Date:** 17/12/2007

**17/12/2007 LP:- Special Leave**

Date: 17 December 2007

To: All Personnel Officers

Re: Special Leave

Dear Personnel Officer

I refer to the arrangements with regard to granting of Special Leave to civil servants. As you are aware, these arrangements are set out in Circulars and Letters to Personnel Officers.

I wish to draw your attention to Circular 2/1976 and in particular to the arrangements that are in place with regard to the granting of Special Leave without pay. Under the terms of that Circular, it is open to Departments/Offices to grant special leave without pay for up to two months to any member of staff, in appropriate circumstances, for specific situations not covered by the Circular. (ref. para 37.1). These may include managing issues in the pre-adoption stage of foreign adoptions where a parent may be required to visit the country for legal reasons.

In accordance with the regulations relating to the granting of special leave generally, these arrangements are subject to the business needs of the Department/Office, and should be determined by the Head of the Department/Office on a case by case basis.

Yours sincerely

---

Marie McLaughlin  
Principal  
Personnel and Remuneration Division