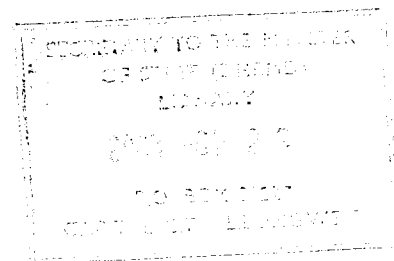


3 June, 1997

FROM: THE SECRETARY FOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT, P.O BOX 30227,
LILONGWE 3.

TO : ALL PRINCIPAL SECRETARIES AND HEADS OF
DEPARTMENTS.

(DISTRIBUTION LIST "C")



ADMINISTRATION OF UNPAID PERSONAL LEAVE

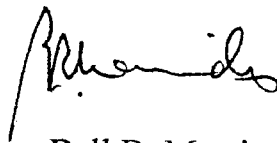
I wish to inform you that Government has decided that with immediate effect unpaid personal leave be granted to civil servants only under the following circumstances:-

- (a) where a civil servant is required to join a spouse on diplomatic posting abroad;
- (b) where Government, through the International Vacancies Committee or by nomination, approves that a civil servant should take up employment in an International Organisation in which Government has an interest;
- (c) where a civil servant intends to join a spouse on a training programme approved by Government;
- (d) where a civil servant is allowed to proceed on a privately sponsored training programme which is relevant to his field of employment in the Civil Service;

- (e) where a civil servant is appointed by Government to work in a Government/Donor Funded Project.

Meanwhile, the three year limit for unpaid personal leave as stipulated in my circular No. PD4/1/7E/VI/8 dated 4th November 1994 shall continue to apply and those who do not return to the mainstream Civil Service after this period should either resign or retire if they qualify for retirement. In addition, those who secure employment in any Parastatal Sector, Foreign Government, Private Sector (as per circular No. PAD/103/2/4B/II dated 23rd January, 1996) or International Organisation except as stated in (b) above, should either resign or retire from the Civil Service if they so qualify for retirement.

The appropriate provisions in the Malawi Public Service Regulations shall soon be amended accordingly to reflect these changes. I should be grateful if you would bring the contents of this circular letter to the attention of all officers in your Ministry/Department.



Bell B. Mawindo

**SECRETARY FOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT**

20/04/4

18/05/99

28/02/01

23/01/95

18/05/2000

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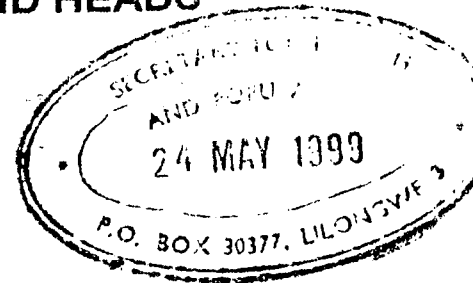
Ref. No. 20/04/4

18th May, 1999

**FROM : THE SECRETARY TO THE PRESIDENT
AND CABINET, PRIVATE BAG 301, LILONGWE 3.**

**TO : ALL PRINCIPAL SECRETARIES AND HEADS
OF DEPARTMENT.
(DISTRIBUTION LIST B)**

LRMO



GRANTING OF UNPAID PERSONAL LEAVE

As you are aware, MPSR 1:541 and circular letter Ref. No. PD/4/1/76/V/8 of 4th November, 1994 provide that Civil Servants may be granted unpaid personal leave for a period not exceeding 36 months.

It has been decided that with immediate effect those Civil Servants who are granted unpaid personal leave should not return to the Civil Service before the expiry of such leave even if the reason for being on unpaid leave is no longer valid. This means that those Civil Servants who are granted unpaid personal leave to enable them take up employment outside the Civil Service will be required to continue with the unpaid leave until the expiry of the period granted even if they cease to be employed elsewhere.

I should be grateful if the contents of this circular letter could be brought to the attention of all Civil Servants and those Officers dealing with human resource matters in your Ministry/Department.


M.B. Kamphambe Nkhoma

for: **SECRETARY TO THE PRESIDENT AND CABINET**

**FROM : THE SECRETARY FOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT, P.O. BOX 30227,
LILONGWE 3.**

**TO : ALL PRINCIPAL SECRETARIES AND HEADS OF
DEPARTMENTS**

(Distribution List B)

**RETIREMENT OF CIVIL SERVANTS WHO ARE ON
SECONDMENT OR UNPAID PERSONAL LEAVE**

I wish to inform you that Government has directed that all civil servants who are on secondment or unpaid personal leave from the mainstream Civil Service should return to their civil service jobs or retire from the Civil Service.

This measure has been taken in order to ensure that service delivery in the Civil Service is not adversely affected by the absence of personnel the Government employed for such service delivery.

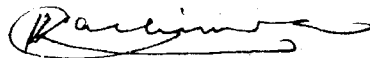
You are therefore requested to give notice to all civil servants who are on secondment or unpaid leave that they should return to their jobs or retire from the Civil Service with effect from 1st October, 2000. Copies of notices given should be sent to both the Office of the President and Cabinet and this Department.

It should be noted that those who will not have qualified for normal retirement in terms of the regulations by 30th September, 2000 will have to resign from the Civil Service should they not wish to return to the Civil Service.

In implementing this directive, it should be borne in mind that secondment or unpaid leave for civil servants is henceforth discontinued excepting for purposes of education or joining a spouse in the diplomatic

service. The other unique exception will be in cases where there is a specific instruction initiated by Government, from the Office of the President and Cabinet, that an officer be on secondment or unpaid leave for assignment to a particular institution in the interest of the service.

I should be grateful if the contents of this circular are brought to the attention of all officers in your Ministry or Department.



P.V. Kachimera

**SECRETARY FOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT**

Ref. No.HRMD/103/2/4Y/230

28th February, 2001

FROM: THE SECRETARY FOR HUMAN RESOURCE MANAGEMENT
AND DEVELOPMENT, P.O. BOX 30227, LILONGWE 3

TO : ALL PRINCIPAL SECRETARIES AND HEADS OF
DEPARTMENTS

(DISTRIBUTION LIST B)

**RETIREMENT OF CIVIL SERVANTS WHO ARE ON
SECONDMENT OR UNPAID PERSONAL LEAVE**

Following the release of my circular No.HRMD/20/04/10/VI dated 18th May, 2000 in respect of Civil servants who were on secondment and unpaid personal leave, a number of Controlling Officers have made enquiries relating to how they should treat the period of either secondment or unpaid personal leave in respect of processing of terminal benefits and award of annual increments.

I now wish to advise you that the correct procedure to be followed in processing terminal benefits and awarding annual increments for the affected officers is as outlined below:-

a) **Unpaid Personal leave**

The cases of those who were on unpaid leave should be treated as follows:

(i) **Processing of Terminal Benefits**

The period one is on unpaid leave does not attract any terminal benefits because terminal benefits are earned and based on the salary received. As such an officer who was not working in Government and thus not receiving a salary would not earn terminal benefits. The period one is on unpaid leave may be used for qualifying service only as stipulated by MPSR 1: 541.

(ii) **Salary on Return from Unpaid Leave**

The salary point that one is placed on return from unpaid personal leave will be the salary point of the grade and post that the officer had reached prior to proceeding on unpaid leave. Therefore, an officer on unpaid leave will only benefit from salary revisions if there were any during the period of absence.

b) **Loan/Secondment**

In terms of MPSR 1:175, where the loan or secondment is formally processed, that is, Government authority is obtained through this Department and Treasury, and conditions of loan/secondment are adhered to, both terminal benefits and the salary progression of the individuals concerned are not affected. The officers should therefore be eligible for both annual increments and payment of terminal benefits for the period of loan or secondment.

I should be grateful if the contents of this circular could be brought to the attention of officers in your Ministry or Department.



P. V. Kachimera

**SECRETARY FOR HUMAN RESOURCE
MANAGEMENT AND DEVELOPMENT**