



# MINISTRY OF AGRICULTURE

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**Reference:** MoA 16/16

**Date:** 9<sup>th</sup> August, 2016

## CIRCULAR MEMORANDUM

**To:** All Directors/Divisional Heads/Heads of Sections

**Subject:** Effective Leave Administration

### Circular Memorandum No: 07/2016

1. Further to the instructions issued last year on leave Administration including previous years since 2012, this is a reminder to all addressees of the lack of and no regard to all Official directive(s) emanating from the Office of the Permanent Secretary.
2. There is still as evident from records a lot of Officers with overdue (bulging) leave and no leave arrangement plan neither any leave request submitted yearly.
3. To address recurring audit query and reduce the Ministry's compliance risk our compliance to leave regulation stipulated in the General Order for all employees is mandatory.
4. You are all instructed to inform all your Divisional Staff of this directive to submit their leave arrangement plan. The Divisional leave arrangement plan is to be submitted to Director, Human Resources, Finance and Information Division one (1) month from the date of this instruction.
5. Executive Management is giving six (6) months ample time effective from 1 September 2016 to allow all our staff to take their respective overdue leave, above and beyond the current leave year's allocation.
6. The grace period to address the problem of bulging of annual leave will end on 31 March 2017 in which a report will then be submitted to the Office of the Permanent Secretary.

7. Staff are advised that leave compensation will not be entertained, unless a staff is leaving the service on retirement, resignation or natural attrition.
8. Any leave carried forward will only be allowed as per the General Orders.
9. Please treat this directive with some urgency to ensure that all staff are promptly informed and are fully aware of our expectations as soon as possible.



Maca Tulakepa

for **Permanent Secretary Agriculture**



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Ref: MoA P1/5

Date: 24<sup>th</sup> December, 2015

## CIRCULAR MEMORANDUM

To: As Per Distributions

Re: **GOVERNMENT WAGE EARNERS OUTSTANDING LEAVE**

Circular Memorandum No: 04/2015

- 1.0 The Circular serves to inform that all Ministry of Agriculture Government Wage Earners with outstanding annual leave and day off hours are to take their leave with effect from 25<sup>th</sup> January 2016.
- 2.0 This has become necessary to immediately address bulging leave entitlement and the ongoing problems faced by the Ministry regarding effective leave administration.
- 3.0 The instruction given is in accordance with Clause 50 (g) and (h) of the Terms & Conditions of Government Wage Earners where **"Annual leave must normally be assessed and taken when due. The Head of Department shall ensure scheduling of leave to avoid bulging of leave entitlement at any time of the year. An employee who has his annual leave deferred either at his own request or by management for a period not to exceed six (6) months, shall not forfeit any leave from his entitlement."**
- 4.0 Heads of Departments are to ensure that this is effectively carried out and that there will be no relievers engaged for the duration of this leave.
- 5.0 There should not be an excuse for GWEs not to take their leave and Supervising Officers are to ensure that skeleton staff carry out the responsibilities of those who are taking their leave.
- 6.0 The Supervising Officers should also check and closely monitor all their GWEs with substantial outstanding leave and make prompt arrangement for them to take their leave from the date as stated in 1.0 above.
- 7.0 The Director HRFI will monitor Officer's leave balance including GWEs with their Divisions and that the instructions stated herein is effectively carried out and adhered to.
- 8.0 Please ensure that this Circular is widely distributed to all Officers concerned.

  
U. Waibuta (Mr)

**Acting Permanent Secretary for Agriculture**

CGI

CE

DE

DAH&P

DLWRM

DR

PA

PAO (C)

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