



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO: 31 OF 2021

DATE: 15th November 2021

FILE: SEC: 1-4-12(A)

**TO: ALL NATIONAL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
ALL HEADS OF PUBLIC AUTHORITIES**

**SUBJECT: CHRISTMAS AND NEW YEAR HOLIDAY
SHUTDOWN PERIOD 2021/2022**

This Circular Instruction applies to all Departments, Provincial Administrations and Office of the National Public Service, and Departmental Heads and Provincial Administrators are required to inform their staff of the arrangements contained herein.

The Heads of other State Services and Statutory Authorities are to take note of the holiday arrangements in the Public Service described hereunder and to determine the applicability of these arrangements in their own organizations, provided that essential and emergency services are maintained for the Government and public at all times.

The Government has determined the arrangements for the Christmas and New Year Holiday shut down. The shutdown starts after lunch on Friday, 24th December 2021 (half day) and ends on Saturday, 1st January 2022. **All Public Servants are to return to work on Monday, 3rd January 2022.**

The status of each day of the Shut Down period is as follows;

Friday 24th December 2021	Working day to lunchtime
Saturday 25th December 2021	Christmas Day
Sunday 26th December 2021	Boxing Day

“RISE UP, STEP UP, SPEAK UP”

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Monday 27th December 2021	Public Holiday
Tuesday 28th December 2021	Designated Day Off (1)
Wednesday 29th December 2021	Designated Day Off (2)
Thursday 30th December 2021	Designated Day Off (3)
Friday 31st December 2021	Designated Day Off (4)

The four paid shut down days are Tuesday 28th December, Wednesday 29th December, Thursday 30th December and Friday 31st December 2021 are not leave days and are not to be accrued if not taken. They are allocated for the convenience of closing Government offices. Officers who are required to work to cater for essential and emergency services and rostered work arrangements will not be paid overtime, but will be awarded with a paid day off at a future date.

The NEC has directed that Public Hospitals, Police Force, Correctional Service, Defence Force, Public Utilities and other organizations providing essential and emergency services will not be shut down and will make their own internal arrangements to cater for essential and emergency services during the Christmas and New Year Holiday period.

The Department of Finance and Immigration & Citizenship Authority will continue to work as normal under the arrangements described in this Circular Instruction.

Public Servants are required to report back for normal duties on **Monday, 3rd January 2022**.

All enquiries concerning this Circular Instruction may be directed to the Officers of the Department of Personnel Management on the following telephone numbers **327 6309, 327 6392, 327 6373, 327 6443, 327 6354 and 327 6341**.

Let me wish you and your families a safe and blessed Christmas and a prosperous New Year 2022.


TAIES SANSAN (MS)
 Secretary

