



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO: 17 OF 2023

DATE: 17TH NOVEMBER 2023
FILE: SEC: 1-4-12(A)
TO: ALL NATIONAL DEPARTMENTAL HEADS
ALL PROVINCIAL ADMINISTRATORS
HEADS OF OTHER PUBLIC AUTHORITIES
ALL PUBLIC SERVANTS

SUBJECT CHRISTMAS AND NEW YEAR HOLIDAY
SHUTDOWN PERIOD 2023/2024

This Circular Instruction applies to all Departments, Provincial Administrations and Offices 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 the public at all times.

The Government has determined the arrangements for the Christmas & New Year Holiday Shut Down. The Shut Down starts on Monday 25th December 2023 and ends on Monday 01st January 2024. **All public servants are to return to work on Tuesday 02nd January 2024.** The status of each day of the Shut Down period is as follows:

Monday 25th December 2023	Christmas Day - Public Holiday
Tuesday 26th December 2023	Boxing Day - Public Holiday
Wednesday 27th December 2023	Shutdown Day Off (1)
Thursday 28th December 2023	Shutdown Day Off (2)
Friday 29th December 2023	Shutdown Day Off (3)

“RISE UP, STEP UP, SPEAK UP”

Saturday 30th December 2023

Weekend Day Off

Sunday 31st December 2023

Weekend Day Off

Monday 01st January 2024

New year's Day - Public Holiday

The Three paid shut down days are Wednesday 27th December, Thursday 28th December, and Friday 29th December 2023. They are not leave days and are not to be accrued if not taken. They are for the convenience of closing the Government offices. Officers that 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 Public Hospitals, the Police Force, the Correctional Service, the Defence Force, the 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 & New Year Holiday period.

The Departments of Finance and Immigration & Citizenship Services 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 **Tuesday, 02nd January 2024**

All inquiries concerning this Circular Instruction may be made to the officers of the Department of Personnel Management on the following telephone numbers **3276309, 3276392, 3276308, 3276443, 3276341 and 3276336.**

Let me, wish you and your families a safe and blessed Christmas and a prosperous New Year 2024.


TAIES SANSAN (MS)
 Secretary

