



**DEPARTMENT OF PERSONNEL MANAGEMENT**  
***Office of the Secretary***

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**CIRCULAR INSTRUCTION NO: 15 OF 2025**

**DATE:** 06<sup>TH</sup> NOVEMBER 2025  
**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 2025/2026**

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 Thursday 25<sup>th</sup> December 2025 and ends on Thursday 01<sup>st</sup> January 2025. **All public servants are to return to work on Friday 02<sup>nd</sup> January 2025.** The status of each day of the Shut Down period is as follows:

<b>Thursday 25<sup>th</sup> December 2025</b>	<b>Christmas Day - Public Holiday</b>
<b>Friday 26<sup>th</sup> December 2025</b>	<b>Boxing Day Public Holiday</b>
<b>Saturday 27<sup>th</sup> December 2025</b>	<b>Weekend Day Off</b>
<b>Sunday 28<sup>th</sup> December 2025</b>	<b>Weekend Day Off</b>
<b>Monday 29<sup>th</sup> December 2025</b>	<b>Shutdown Day Off (1)</b>

"RISE UP, STEP UP, SPEAK UP"



**Tuesday 30<sup>th</sup> December 2025      Shutdown Day Off (2)**  
**Wednesday 31<sup>st</sup> December 2025      Shutdown Day Off (3)**  
**Thursday 01<sup>st</sup> January 2026      New year's Day - Public Holiday**

The Three paid shut down days are **Monday 29<sup>th</sup> December, Tuesday 30<sup>th</sup> December, and Wednesday 31<sup>st</sup> December 2025**. 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 Department of Personnel Management Payroll Division, 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 **Friday, 02<sup>nd</sup> January 2026**

**Let me, wish you and your families a safe and blessed Christmas and a prosperous New Year 2026.**

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.**

  
**TAIES SANSAN (MS)**  
Secretary



**"RISE UP, STEP UP, SPEAK UP"**