



DEPARTMENT OF PERSONNEL MANAGEMENT
Office of the Secretary

CIRCULAR INSTRUCTION NO: 15 OF 2025

DATE: 06TH 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 25th December 2025 and ends on Thursday 01st January 2026. **All public servants are to return to work on Friday 02nd January 2026.** The status of each day of the Shut Down period is as follows:

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

"RISE UP, STEP UP, SPEAK UP"

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

The Three paid shut down days are **Monday 29th December, Tuesday 30th December, and Wednesday 31st 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, 02nd 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"