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Vision: "A High Performing and Competent Public Service providing high quality public service to the Public"

Mission: "To Provide and administer the Human Resource framework which promotes a high skilled workforce that enables Ministries and Agencies to deliver their quality services to the people"

P.O Box 68, Ph: (686) 21-611, Fax: (686) 21-145; Website: www.pso.gov.ki

MEMORANDUM

From:	Secretary, PSO	To:	All Secretaries Attorney General, AGO Auditor General, KNAO Ag. Commissioner of Police, KPS Chief Registrar, Judiciary
File ref:	21/32	Att:	
Date:	9 August, 2011	cc:	Secretary to Cabinet

Excessive Leave Balance – Succession Plan

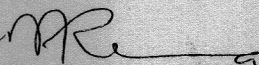
This circular serves as a last reminder to all regarding the need to submit the above, as agreed and reiterated in a number of Secretaries Meetings, setting a deadline of end of May, to give PSO time to present its report, one month before the due date, which was June, to forfeit all employees' excessive leave balances over two years entitlements.

In response to our first circular on the above, and physical visits made to your respective offices, PSO received many submissions, if not all Ministries, that did not meet what was initially required – a succession plan on how those employees with excessive leave balances, intend to exhaust such leave days, within this year and subsequent years, so Government will not be obliged to pay terminal payment after retirement, while at the same time minimizing disruption of public service delivery.

To assist PSO in developing its report and submission to Cabinet on this issue, I have attached a SAMPLE template, modified from MISA's submission that will guide everyone in providing the details required of Government employees who have excessive leave balances only.

May I kindly request that your submissions are made before end of the month, otherwise Cabinet may decide not to overrule its earlier decision of forfeiting all excessive leave balances of Government employees.

Thank you in advance


Tererei Abete-Reema (Mrs)
Secretary

Att.



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NAME	DOB	REMAINING LEAVE BALANCE AS OF 30/08/11	CALENDAR- SEPT TO END OF 2011 TO TAKE LEAVE MONTHS					LEAVE TAKEN	BALANCE	NOTES	
SAMSON		200	15	10	5	25		60	140	TAKE TWO DAYS PER WEEK	
BETTY		185	10	20	10	15		75	105	CONTINUE TO NEXT YEAR	
JOHN		250	15-09/11 to 30-01/12						145	105	ONE DAY PER WEEK
LUKE		100	20	10	10	10		60	40	TAKE LEAVE TILL RETIREMENT	