

CIRCULAR MEMORANDUM

To : **All Civil Servants**

From : Puchu Leona Bernard, Ph.D.
Director-General/CSA

Subject : **Political Campaign Leave**

Date : July 24, 2017

As stated in Section 40 of the Civil Service Human Resource Policy Manual:

Political Campaign Leave

1. Civil servants wishing to join the official list of candidates to be elected into office must abide by the following:
 - a.) A civil servant who is certified by the National Elections Commission and is a bona fide candidate will be required to take a leave of absence **without pay** during his/her campaign period which officially begins with the publication of the official list of certified candidates by the National Elections Commission. This period of campaigning will end when the elections results are published.

- b.) The candidate, if unsuccessful, and if he/she chooses, may return to his/her original position held as a civil servant prior to the Elections campaign, consistent with **Section 3.4.8 of the Standing Orders for the Civil Service**.
- c.) If the employee does not return to work within 14 days after the publication of the Elections results, the regulation stated in **Section 3.4.16** (Unauthorized Absence) shall apply. I.E., the absence would be considered by the Ministry/Agency Head as a resignation.
2. The unsuccessful candidate wishing to return to his/her position as stated in Section (c) above , must make a written request to his/her Agency Head and send a copy to the Director General of the Civil Service immediately following the publication of the Elections results, which is when the days of absence will begin to be counted.
 3. This regulation, which is intended to protect the tenure of service of classified civil servants, will take effect as soon as the National Elections Commission (NEC) publishes the list of candidates for Presidential and Legislative Elections.

NOTE 40-3 Appointed Officials

All appointed officials must obtain permission from the President for leave or external travel. If the leave is for campaigning as a candidate, this will be considered a Leave of Absence and without pay. **However, reinstatement after campaign can only be approved directly by the President.**