



EXECUTIVE OFFICE OF THE PRESIDENT
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

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Ref. No. **OP/CAB. 2/1** ..
and date

... **September 27, 2023**

The Attorney General

All Cabinet Secretaries

All Principal Secretaries/Authorised Officers

Chairpersons and Chief Executive Officers of State Corporations

Chairpersons and Chief Executive Officers of Independent Offices and Commissions

RE: ANNUAL LEAVE

It has been brought to the attention of this office that the prescriptions on annual leave as stipulated in the Public Service Human Resource and Procedure Manual 2016, and respective Human Resource Policies of State Corporations are not being adhered to.

Annual leave is a right, and serves a recuperative purpose to enable officers renew their energies and improve on efficiency. Though subject to exigencies of duty, all public officers are to be facilitated to take their annual leave, noting that the same is not accumulative, nor commutable other than as prescribed in service regulations. In any event, a public officer cannot have more than 45 leave days in any given year, being a product of the total available days annually, and allowable carry over days.

To achieve the purpose intended by this policy, the Principal Secretaries/Authorised Officers and Chief Executive Officers of State Corporations, Commissions and Independent Offices, are directed to:

1. Review, determine and update the pending leave days for each and every public officer under their jurisdiction;
2. Prepare the necessary leave plans/rota and ensure enforcement of the same through the respective heads of department and human resource

managers. The leave plans should be mindful to secure continuity of service delivery;

3. Officers with accumulated or unutilised leave days should proceed on leave as per the plan/rota, guided by the remits and exigencies of duty. The officers should provide evidence of their application forms, indicating the line supervisor deferment decision due to exigencies of duty, to justify accumulated days;
4. Human Resource Managers shall ensure that all leave days, including those already carried forward in the current leave year, are utilised on or before the 30th of June 2024. Officers must apply for their leave in the prescribed format, or be deemed to have forfeited the same.
5. There shall be no more carry over, of more than the designated fifteen (15) unspent leave days into a new leave year. Authorised officers must secure compliance with this requirement, and assure the same in the next annual leave plan instrument.
6. There shall be no further commutation for cash for unspent leave days without the prior written approval of this office. Principal Secretaries/Accounting Officers are directed to effect compliance with this directive that takes effect from the date of this circular.

Boards and Councils of State Corporations and Universities, Commissions and Independent Offices are guided to similarly undertake the above exercise for their respective Chief Executive Officers and staff. The details of Chief Executive Officer outstanding leave days, and proposed dates of utilisation should be transmitted to this office for information and record by **6th October 2023**.

We call upon the Parliamentary Service Commission and Council of Governors to similarly consider customising the above framework for annual leave utilisation within the context of the guidelines herein for standardisation.



FELIX K. KOSKEI
CHIEF OF STAFF AND HEAD OF THE PUBLIC SERVICE

Copy to: Hon. Moses Wetangula, EGH
Speaker of the National Assembly/Chairperson
Parliamentary Service Commission
Parliament Buildings
NAIROBI

Hon. Anne Waiguru, EGH

Chairperson

Council of Governors

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Hon. Aisha Jumwa

Cabinet Secretary

Ministry of Public Service, Gender and Affirmative Action

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CPA. Nancy Gathungu, CBS

Auditor General

Office of the Auditor General

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Amb. Anthony Muchiri, CBS

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Mr. George N. Macgoye, EBS

Chief of Staff

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Mr. Joseph N. Busiega, MBS,ndc (K)

Chief of Staff

Office of the Prime Cabinet Secretary

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