

RT²/118.Vol.III/17

Office of Establishments and Training,
Office of the Head of Service,
Governor's Office,
Akure.

12th November, 2021.

CIRCULAR LETTER TO:

Chief of Staff to the Governor,
Senior Special Assistant to the Deputy Governor,
Secretary to the State Government,
Head of Service,
State Commissioners,
Special Advisers,
Chairmen of Commissions/Boards/Agencies
Permanent Secretaries,
Registrar (Judiciary),
Tutor-General/The Clerk, Ondo State House of Assembly,
State Auditor-General,
Accountant General,
Auditor-General for Local Governments,
General Managers/Heads of Non-Ministerial Departments/ Administrative Secretaries.

DD(SII)
pls, circulate
and file up
accordingly.
Adm. Sec
19/11/2021

**NEED FOR COMPLIANCE WITH THE CONDITIONS FOR STUDY LEAVE
WITH/WITHOUT PAY, LEAVE OF ABSENCE AND
PART-TIME PROGRAMMES**

The office of the Head of Service has received a plethora of requests for retrospective approval (s) for Study Leave With/Without Pay, Leave of Absence and Part-Time Studies, in recent times. In as much as the efforts of officers at developing themselves academically seems commendable and laudable, the non challant attitude of many officers in getting approval for same is at variance with the guidelines stipulated in our existing circular No. RT2/118/Vol.III/17 dated 28th November, 2013.

2. The practice whereby some officers across Ministries, Department and Agencies (MDAs) delay application for Study Leave until midway or the completion of their course(s) of study is not acceptable. Worse still is that some, after several years of completion of their programme suddenly wake up from their slumber to start processing approval for course of study long completed. This habit of seeking retrospective approval for Study Leave or Leave of Absence is to say the least, an aberration and does not augur well for the system.

3. For the avoidance of doubt and for the sake of emphasis, the guideline for processing approval for any of the aforementioned Leave as enshrined in the extant circulars are hereby reiterated below:

(a) application for Study Leave (With or Without Pay), Leave of Absence and Part-

Time Programme must be submitted to the Office of Establishments and Training

not less than four (4) weeks before the commencement of the Course of study, failing which the request will not be considered and any officer who proceeds on such course will be sanctioned;

(b) any officer seeking approval for such leave must have served for a minimum of (5) years in the case of Study Leave With Pay or three (3) years for Study Leave Without Pay and the application must receive the endorsement of the applicant's Head of Department and be accompanied with the following:

- (i) Evidence of Admission;
- (ii) Letter of first appointment;
- (iii) Letter of Confirmation of Appointment;
- (iv) Letter of last promotion;
- (v) Evidence of age and GSM No/e-mail address.

(c) the proposed course of study upon which application for Study Leave is made must be relevant to the service career of the applicant and the qualification to be obtained must be such that will make the applicant more productive on his/her job,

(d) where Study Leave With Pay is granted, the beneficiary must sign a "**Service Bond**" to return to the State's Public Service after the completion of his/her course of study;

(e) any officer undergoing study on Part-Time basis is not entitled to any form of financial support from Government;


(f) the Office of Establishments and Training should be notified when any officer on Study Leave eventually returns to work, from his/her studies;

(g) only certificates that are relevant to the service career of an officer will be considered for purposes of promotion, advancement or conversion and such consideration will not be automatic but made subject to other extant establishment requirements.

(h) the final result /certificate (notification) must be submitted to the Head of Service before the candidate is reabsorbed into the service.

4. It must therefore be stressed that any officer that proceeds on purported Study Leave With Pay/Without Pay, Part – time studies and Leave of Absence, henceforth without the approval of the Head of Service shall be treated as having absconded from duty and taking salaries illegally. Such Officer shall be made to face disciplinary action in line with **CSR 04201 (a)**.

5. Accounting Officers are requested to give the contents of this Circular adequate and wide publicity in their respective MDAs.


Dare-Atunse R.O (Mrs)
Permanent Secretary
for: Head of Service