

RT²/118/VOL.III/17

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

28 November, 2013

Circular letter to:

The Chief of Staff to Mr. Governor,
The Senior Special Assistant to the Deputy Governor,
State Commissioners,
The Secretary to the State Government,
Permanent Secretaries,
Administrative Secretaries,
Tutors-General,
Clerk, Ondo State House of Assembly,
The State Auditor-General,
The Acting Accountant-General,
The Auditor-General for Local Governments,
General Manager/Head of Non-Ministerial Department.

STUDY LEAVE, TRAINING AND MANPOWER DEVELOPMENT POLICY

In recent time, this Office has been inundated with study leave requests from officers seeking approval to improve themselves and their career prospects in the Public Service of the State. Although, this development is delightful, many of the requests, however, are at variance with existing requirements as stipulated in our previous Circulars, especially *RT2/118/VOL.II/1/9* of 18th January, 2001; *RT2/118/VOL.III/700* of 9th December, 2005 and *RT2/118/Vol.III/758* of 9th November, 2009.

2. It is commonly observed that some officers delay applications for study leave until midway into their course of study, while some abandoned approved courses for other specialties that are irrelevant to their career prospects. Others are in the habit of mounting undue pressure for immediate conversion or promotion on the completion of their studies, not minding the available establishment positions. Worse still, some Officers use the period of such "leave of absence" to "rest" and engage in business and other private concerns.

3. In view of the foregoing and as part of efforts to streamline training and manpower development in the Public Service of the State, the following policy guidelines have been approved to take immediate effect.

- (a) application for study leave (with or without pay) must be submitted to the Office of Establishments 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.

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 Bond to return to the State's Public Service after the completion of his/her course of study.
- (e) any officer undergoing studies on part-time basis is not entitled to any form of financial support from government.
- (f) It is mandatory for any officer selected for training (local or overseas) to write a report on such training within one week of conclusion of such training and to endeavour to apply and replicate knowledge gained to the benefit of his/her Department.
- (g) the Office of Establishments should be notified when any officer on study leave eventually returns to work from his/her studies.
- (h) 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.
- (i) quarterly/periodic reports (every term or semester) on the beneficiary of study leave with pay must be forwarded to the Head of Service by his/her Head of Department throughout the period of the leave. And
- (j) the final result/certificate/(notification) must be submitted to the Head of Service before the candidate is reabsorbed into the service.

4. Accounting Officers are requested to give the contents of this Circular adequate publicity in their respective MDAs and also note that the new guidelines contained herein are to be read alongside earlier Circulars on the same subject. Any breach of these provisions will attract adequate saction in consonance with extant rules.


Toyin Akinkuotu