

GUIDE FOR THE RESIGNATION FORM

- 1 This form can only be used in cases where the resignation is in order. This means that the officer resigning has fulfilled the requirements for resignation as follows:
- a) The officer resigning has given the required notice of 30 days for junior officer and 90 days for senior officer,

OR

- b) The officer resigning has paid the equivalent of his/her salary in lieu of the period of notice.

In both of these options, any leave entitlement due to the officer at the time of resigning could be used to cover part or all of the required period notice. In the event, that only part of the period of notice is covered by the leave entitlement then the equivalent in salary for the remaining period has to be paid.

In all cases where payment of the equivalent in salary was made, appropriate official receipt must be issued and a copy must accompany the submission to the PSC.

Example 1

A is a senior officer. He submits his letter of resignation dated 15 August 2001 to his Head of Department on 16 August 2001. He stated in his letter that he wanted to resign with effect from 14 November 2001.

Comments

A being a senior officer requires to give 90 days notice. The date of his letter, which is the commencement of his notice, is 15 August 2001. So counting from this date, the 90 days will be completed by 12 November 2001, so his resignation will be effective from 13 November 2001. But A wanted to leave the service on the same date i.e. 13 November 2001. A's resignation is therefore in order.

Example 2

B is a senior officer. He submits his letter of resignation dated 4 April 2005 to his Head of Department on 5 April 2005. He stated in his letter that he wanted to resign with effect from 1 May 2005.

Comments

B being a senior officer requires to give 90 days notice. The date of his letter, which is the commencement of his notice, is 4 April 2005. So counting from this date, the 90 days will be completed by 2 July 2005. But B wanted to resign with effect from 1 May 2005. B had therefore given only 27 days notice i.e. from 4 April to 30 April 2005. The 90 days period of notice is therefore short by 53 days (i.e. the period from 1 May to 2 July 2005). B has 40 days leave entitlement, this was used to cover part of the shortfall and B paid the equivalent of salary for the balance of 13 days. B's resignation is therefore in order.

Any leave entitlement due to the officer at the time of resigning will be paid to the officer in one lump sum.

2. In cases where the period of notice is not given and there are no leave entitlement to cover the period of notice and the officer resigning also failed to pay the equivalent in salary, the resignation therefore is not in order. This should be clearly stated in the submission.
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SUBMISSION FORM TO THE PUBLIC SERVICE COMMISSION

From:

Reference:

Date:

Subject: RESIGNATION FROM THE PUBLIC SERVICE

1. Name and Post of Officer.

2. Has the application been granted Ministerial approval?

3. Date of Application.
(Please enclose letter of application)

4. Effective Date of Resignation.

5. Is the Officer currently on leave? **Yes/No**
(If **Yes** please indicate the type of leave and the expected date of resumption of duty)

6. Total number of earned leave entitlement.

7. Has the required notification period been fulfilled?
(30 days for Junior Officers and 90 days for Senior Officers)

8. Any other comments?

Recommendation:

That Mr/Mrs/Miss
(post), Department/Ministry of be allowed to resign from the
public service with effect from

OR

That Mr/Mrs/Miss
(post), Department/Ministry of be allowed to resign from
the Public Service and he/she be paid in one lump sum the equivalent of his/her
salary for the period of earned leave with effect from

Prepared by:

Signature:

for

(Designation of Head of Department/Ministry)