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TRAINING AND DEVELOPMENT POLICY

FOR THE SAINT LUCIA PUBLIC SERVICE

The Training and Development Policy shall provide an administrative framework, together with procedural guidelines, for the administration and management of human resource development in the public service.

FEBRUARY 2019

TABLE OF CONTENTS

INTRODUCTION.....	1
1.0 PURPOSE OF THE POLICY	2
2.0 POLICY STATEMENT	3
3.0 AIMS AND OBJECTIVES	4
4.0 GUIDING PRINCIPLES	5
5.0 SCOPE OF THE POLICY	6
6.0 TRAINING FOR PERFORMANCE AND ADMINISTRATION.....	8
7.0 GENERAL RESPONSIBILITIES FOR TRAINING & DEVELOPMENT IN THE PUBLIC SERVICE.....	11
1. INTRODUCTION.....	11
2. TRAINING & DEVELOPMENT ADVISORY COMMITTEE.....	11
3. DEPARTMENT OF THE PUBLIC SERVICE	12
4. DEPARTMENT OF FINANCE AND DEPARTMENT OF EXTERNAL AFFAIRS..	15
5. OTHER AGENCIES.....	15
6. GOVERNMENT EMPLOYEES.....	18
8.0 TRAINING LEAVE	19
9.0 CENTRALIZED TRAINING	21
10.0 AGENCY-SPECIFIC TRAINING	24
11.0 SHORT-TERM OVERSEAS TRAINING	26
12.0 TIME-OFF FOR PERSONAL STUDIES.....	29
13.0 STUDY LEAVE.....	31
10. STUDY LEAVE WITH PAY	31
4. Eligibility Requirements.....	31
5. Application Process.....	33
6. Bonding	34
7. Study Allowances	34
8. Award Conditions.....	35

11.	STUDY LEAVE WITHOUT PAY	38
4.	Eligibility Requirements.....	39
5.	Application Process	39
6.	Bonding	39
7.	Award Conditions.....	40
14.0	TUITION REFUND PROGRAMME	43
7.	Eligibility Requirements.....	43
8.	Application Process	44
9.	Bonding	44
10.	Award Conditions.....	45
	APPENDICES.....	47
1.	APPENDIX I: SPECIALIZED SHORT-TERM TRAINING BOND	47
2.	APPENDIX Ii: FORMAT FOR SUBMISSION OF PROFESSIONAL/TECHNICAL/SPECIALIST TRAINING PLAN	49
3.	APPENDIX IiI: STUDY LEAVE APPLICATION FORM	50
4.	APPENDIX Iv: STATEMENT OF CONDUCT & WORK ETHICS FORM.....	52
5.	APPENDIX V: STUDY LEAVE BOND AGREEMENT.....	53
6.	APPENDIX Vi: TUITION REFUND APPLICATION FORM	59
7.	APPENDIX Vii: TUITION REFUND bond agreement	61
	GLOSSARY.....	63

INTRODUCTION

The Government of Saint Lucia is the largest single employer in the country and the initiator and facilitator of the country's economic activity. It is faced with the monumental task of promoting rapid social and economic change in the context of scarce resources, skills shortages, rising social expectations, and a highly competitive and demanding international environment.

The Government recognizes that improving the quality of public sector services requires a reform agenda that articulates its commitment to systematically educate, train and motivate its employees in tandem with national development goals. Through government-led initiatives, Government employees will be equipped with skills, knowledge and attitudes required to achieve the highest levels of productivity within the context of the reform agenda.

In keeping with its policies, the Government shall therefore provide training and development opportunities for all levels of staff of the Public Service.

To ensure consistency and equity in the development opportunities provided to Government employees, a Training and Development Policy for the Saint Lucia Public Service is established to articulate the Government's intent regarding the development of its employees.

The principal administrator of the Training and Development Policy is the Training Division of the Department of the Public Service. Government agencies shall be guided by the policy on decisions regarding the education and training of their employees.

The Training and Development Policy notwithstanding, the Cabinet of Ministers remains ultimately responsible for policy decisions and for instituting measures relevant to the development of Government employees as may become necessary from time to time.

The Cabinet of Ministers may delegate some of these responsibilities to the Training and Development Advisory Committee and the Department of the Public Service in accordance with the Training and Development Policy.

The Training and Development Advisory Committee shall comprise the following:

1. Permanent Secretary, Public Service
2. Cabinet Secretary
3. Permanent Secretaries, other Ministries/Departments
4. Representative, Civil Service Association
5. Representative, Saint Lucia Teachers' Union
6. Representative, Saint Lucia Nurses' Association
7. Representative, Saint Lucia Police Welfare Association
8. Representative, Saint Lucia Employers' Federation
9. Representative, Saint Lucia Fire Service Association

The Permanent Secretary of the Department of the Public Service shall be the Chairperson of the Committee and the Director of the Training Division shall be the Executive Secretary to the Committee.

1.0 PURPOSE OF THE POLICY

1. The Training and Development Policy shall provide an administrative framework, together with procedural guidelines, for the administration and management of training and development initiatives in the Public Service.

2.0 POLICY STATEMENT

1. The Government is committed to the continuous development of its employees. It will therefore provide opportunities for capacity building for the effective provision of mandated public services.
2. This capacity shall be built through programmes designed to educate and train Government employees on entry into the service and for upward movement.
3. It is further mandated that Government employees, irrespective of grade or classification, participate in structured and/or unstructured development initiatives for a predetermined minimum period each year.
4. This is to ensure that all levels of staff within the Public Service are equipped to discharge their duties effectively and with maximum efficiency.

3.0 AIMS AND OBJECTIVES

1. The Training and Development Policy aims to develop a learning and productivity-oriented culture in the Public Service. Specific objectives therefore include:
 1. Continuous improvement in the supply of relevant skills among employees and agencies thereby making them more responsive to the needs of the public.
 2. Inculcating a desire among Government employees for goal achievement through dedication, competence and commitment.
 3. Improving the foundation for the development of leadership and executive expertise in the Public Service.
 4. Providing inspiration for managers and supervisors of the Public Service to promote staff development as a guiding principle in Personnel Management.
 5. Providing guidelines for effective administration of programmes to ensure:
 - (i). consistency in decision-making.
 - (ii). that adequate annual budgetary allocations are made to implement and execute the Training and Development Strategy in general and the Annual Training Plan in particular.

4.0 GUIDING PRINCIPLES

1. All decisions on training and education matters shall be guided by the following fundamental principles:
 1. fairness and justice.
 2. consistency in the application of agreed criteria.
 3. absence of bias in the recommendation of candidates.
 4. timely and thorough consideration of applications and nominations.
 5. cost effective recommendations for training and development initiatives.
 6. equal opportunities for selection of candidates.
 7. merit.
2. To support the practice of the principles outlined above, each Government Agency shall establish the following mechanisms:
 1. A system for the periodic identification of skills, knowledge and competencies needed for effective implementation of their mandate and core functions. This will also assist with the identification of areas for inclusion in the List of Approved Areas for Study Leave with Pay, Tuition Refund and Study Leave without Pay Awards and the Public Service Annual Training Plan.
 2. A database to facilitate the following:
 - (i). recording of programmes and training undertaken by their staff;
 - (ii). recording of the skills acquired by their staff;
 - (iii). generating relevant reports to the Department of the Public Service when required to do so.

5.0 SCOPE OF THE POLICY

1. The Training and Development Policy addresses methods for the development of Government employees, the Programmes to be implemented, as well as the categories of employees within the Public Service to whom the Training and Development Policy applies.
2. Modalities for the development of Government employees will include:
 1. Education initiatives that facilitate the acquisition of academic and professional qualifications in keeping with the national priority areas designated by the Government.
 - (i). Education initiatives shall include long-term or short-term study courses and can be classroom based, distance/virtual learning programmes or on-line programmes. Long-term courses are those requiring more than six (6) months for completion. Courses up to six (6) months' duration are considered 'short-term'.
 - (ii). These courses, long-term or short-term, can be undertaken on a part-time or full-time basis. Full-time education initiatives shall involve programmes whereby the participant is required to undertake a minimum of fifteen (15) credit hours per semester and with a class schedule that coincides with work hours. Part-time programmes involve a maximum of fourteen (14) credit hours per semester.
 2. Competency based training (local and overseas);
 3. Coaching and Mentoring initiatives;
 4. Attachments and Internship programmes;
3. Programmes shall include:
 1. Study Leave (with or without pay)
 2. Tuition Refund
 3. Training Leave
 4. Time Off for Personal Studies
 5. Centralized Training
 6. Agency-specific Training
 7. Short-term Overseas Training
4. The Training and Development Policy is established to provide guidance, for the administration of Government initiatives pertaining to the development of Government employees. To avoid any misinterpretation, Government employees, to whom the policy applies, include:
 1. Employees of the Civil Service

2. Teachers
 3. Nurses and staff of the General Hospitals
 4. Police Officers
 5. Fire Officers and staff of the Fire Service Department
 6. Correctional Officers and staff of the Bordelais Correctional Facility
5. All Government Agencies shall be guided by the Policy when making decisions regarding the development of their employees. Government Agencies include:
1. Ministries and Departments
 2. Services Commissions
 3. Office of the Director of Audit
 4. Electoral Department
 5. Office of the Prime Minister
 6. Attorney General's Chambers
 7. Office of the Governor General

6.0 TRAINING FOR PERFORMANCE AND ADMINISTRATION

1. A proactive approach to building the Human Resource capacity in the Public Service will ensure that Government employees are equipped with the skills and competencies required for successful performance at their jobs.
2. Special emphasis shall be placed on the following core competencies and other areas that may become relevant from time to time:
 1. Public Administration
 2. Leadership
 3. Management (including Operations Systems, Information and Communication Technology and People Management)
 4. Public Sector Accounting
 5. Performance Management
 6. Customer Relations
 7. Effective Communication
 8. Project Management
 9. Needs Analysis

ANNUAL TRAINING PLAN

3. The Department of the Public Service shall prepare and disseminate an Annual Training Plan detailing training courses which will be undertaken that year. The courses shall be designed to meet the job competency needs of Government employees at all levels and categories.

MANDATORY TRAINING

4. Each Government employee must participate in designated training, or training as outlined in the Annual Training Plan in use at the time, in accordance with Table 1, for a minimum period each year. Such continuous training shall ensure that employees are sufficiently competent to deliver satisfactory public services. Mandatory training shall include agency-specific training, short-term overseas training as well as training provided by the Department of the Public Service.

TABLE 1: MANDATORY TRAINING HOURS

GRADES	TRAINING HOURS
1 - 5	30
6 - 10	20
11 - 15	15
16 - 21	10

5. Supervisors shall ensure that each individual entering the Public Service shall undertake an "Orientation to the Public Service" training programme within his/her first twelve (12) months in the service.

6. This Orientation Training Programme shall be provided by the Training Division of the Department of the Public Service.
7. Job-specific orientation/induction exercises shall also be undertaken by Government Agencies for their new employees within the first fifteen (15) days of their placement.
8. The Department of the Public Service, through the Training Division, shall ensure that all Government employees have been trained in Public Administration at a level appropriate and relevant to their category and grade. This is to ensure that all employees are fully knowledgeable of the roles, functions and responsibilities of the Public Service, and their individual roles and responsibilities therein.
9. The Department of the Public Service, through the Human Resource Management Division, shall ensure that an employee recommended to the Public Service Commission to fill a post with supervisory responsibilities for the first time, has completed a minimum of ten (10) training hours in each of the following:
 1. Orientation to the Public Service;
 2. Public Administration;
 3. Performance Management/Performance Appraisal;
 4. Leadership and Communication Training;
 5. Supervisory Skills.

TRAIN-THE-TRAINER PROGRAMME

10. The Department of the Public Service shall also undertake to develop 'Trainer' capacity within the Public Service. At least one 'Train-the-Trainer' programme shall be conducted each year. This shall ensure the development of a cadre of Government employees equipped with training skills and who can support the training function within their agencies or where needed.

HONORARIUM FOR TRAINERS

11. Trainers shall be so designated and shall be paid an appropriate honorarium, at a rate established by the Training and Development Advisory Committee, for delivering training not considered part of their regular duties.

TRAINING FOR PERFORMANCE AND ADMINISTRATION FRAMEWORK

12. The Department of the Public Service, through the Training Division, shall facilitate the successful outcome of 'Training for Performance and Administration' by establishing the following.
 1. A framework for conducting competency assessments among the various grades and categories.
 2. A competency-based Annual Training Plan.
 3. A well-equipped Training Facility.

4. A database which will assist with:
 - (i). the management of training and education initiatives;
 - (ii). the assessment of the impact of training and development initiatives;
 - (iii). the maintenance of a training and skills inventory and to generate relevant reports as needed.
 - (iv). facilitating the ability to record all training programmes undertaken by each Government employee as well as skills acquired.
5. An up-to-date register of In-house/In-Service Trainers, containing the following:
 - (i). Name and designation of trainer;
 - (ii). Qualifications including relevant areas of expertise to be delivered in training;
 - (iii). Training delivered by the trainer, including frequency, field, trainee evaluation, overall score, honoraria paid and expected impact of training.

7.0 GENERAL RESPONSIBILITIES FOR TRAINING & DEVELOPMENT IN THE PUBLIC SERVICE

1. INTRODUCTION

1. The development of the human resources of the Saint Lucia Public Service shall be the shared responsibility of Government Agencies, their administrators, and the Government employees whose growth in the Public Service must be assured. Therefore the administrative framework must involve the articulation of human resource development responsibilities assigned to the various policy-implementing institutions and beneficiaries.

2. TRAINING & DEVELOPMENT ADVISORY COMMITTEE

GENERAL RESPONSIBILITIES

1. The Committee shall:
 - (i). advise on training activities undertaken or proposed for the Public Service;
 - (ii). formulate policy.
 - (iii). consider and decide on requests for Study Leave with Pay, recommended by the Permanent Secretary, Public Service for training programmes in excess of thirty (30) work days but not to exceed six (6) months.
 - (iv). make recommendations to Cabinet through the Department of the Public Service regarding applications for Study Leave with Pay, for long-term study programmes.
 - (v). make recommendations to Cabinet through the Department of the Public Service regarding applications for Tuition Refund.
 - (vi). select persons for short-term overseas courses extending beyond six (6) weeks, but not to exceed six (6) months, and approve such nominations for in-service training and fellowships offered under bilateral and multilateral programmes of technical assistance to the Government of Saint Lucia.

3. DEPARTMENT OF THE PUBLIC SERVICE

GENERAL RESPONSIBILITIES

1. The Department of the Public Service shall administer the Training and Development Policy and shall also periodically propose changes, to be made to the Policy, for the approval of the Cabinet of Ministers. Its responsibilities shall include:
 - (i). Identification of the training and development needs of the Public Service.
 - (ii). Development of training programmes to address identified needs.
 - (iii). Provision of guidance and assistance in methods and techniques to address skills gaps.
 - (iv). Organization and coordination of centralized training initiatives.
 - (v). Design and delivery of training courses to enhance job-specific competencies.
 - (vi). Coordination and chairmanship of the annual meeting of Human Resource Officers and other employees responsible for Personnel Administration to discuss the training needs and plans of their agencies and to decide on a centralized Training Plan for the coming year. This meeting shall take place before the end of May each year.
2. The Department of the Public Service shall administer the following Programmes:
 - (i). The Tuition Refund Programme (TRP)
 - (ii). The Study Leave Programme (SLP)
 - (iii). The Centralized Training Programme (CTP)
 - (iv). The Agency-Specific Training Programme (ASTP)
 - (v). The Short-Term Overseas Training Programme (STOTP)
3. The Department of the Public Service shall also ensure as far as possible that:
 - (i). the training needs of agencies are met.
 - (ii). training is in accordance with the Government's objectives and priorities.
 - (iii). training is appropriate to the needs of agencies, and is done on a timely basis.
 - (iv). training contributes to staff development and career advancement.

- (v). guidelines are provided for the evaluation of training programmes, undertaken in the Public Service.
- (vi). all training activities are evaluated for continued relevance and impact.
- (vii). a cadre of Public Service Trainers is established to assist in delivering agency-specific and centralized training programmes;
- (viii). all Training and Development Policy Programmes are administered in accordance with established policy.

LOCAL AND OVERSEAS TRAINING

- 4. The responsibilities of the Department of the Public Service, with regard to local and overseas training, shall include:
 - (i). Liaising with external and local donor agencies on matters relating to Public Service training and development.
 - (i). Approval for employees selected for job-related training courses offered locally and for a duration exceeding six (6) weeks.
 - (iii). Administration of the Government's "Short-Term Overseas Training Programme".
 - (iv). Approval of nominations from Permanent Secretaries and Department Heads for training courses overseas.
- 5. To facilitate the training function, the Department of the Public Service shall be responsible for the:
 - (i). acquisition and maintenance of training facilities.
 - (ii). provision of centralized training and documentation facilities that are economically and technically viable.
 - (iii). coordination of inter-agency training programmes and assistance through consultation in the sharing of facilities and courses of joint benefit.

STUDY LEAVE WITHOUT PAY

- 6. The Department of the Public Service shall assess and make decisions on requests for Study Leave without Pay. The Permanent Secretary, Public Service shall decide on such requests.

STUDY LEAVE WITH PAY

7. With regard to Study Leave with Pay, the Department of the Public Service shall:
 - (i). make assessments and decisions for periods of up to one (1) month. The Permanent Secretary, Public Service shall decide on such requests.
 - (ii). assess applications to make the appropriate recommendations to the Training & Development Advisory Committee for Study Leave with Pay awards for periods in excess of one (1) month.

ACCREDITATION OF TRAINING PROGRAMMES

8. To ensure the accreditation of Government-run training and education initiatives, the Department of the Public Service shall be responsible for the:
 - (i). provision of support and assistance with the development of an Accreditation System for In-Service training programmes.
 - (ii). establishment and maintenance of a directory of suitable Trainers and Instructors for Public Service training and development.
 - (iii). establishment of a mechanism to screen and approve training programmes offered by Training Agencies, local and overseas, to ensure suitability or usefulness of these programmes to the Public Service.
 - (iv). establishment of a mechanism to screen and select trainers and instructors, especially those from outside of the Public Service, and to approve them for training contracts for Public Service Agencies.

TRAINING RECORDS

9. The Department of the Public Service shall maintain records of employees' participation in training initiatives and skills acquired, certificates issued, periods of study leave, and all other records relevant to the training function of the Public Service.

4. DEPARTMENT OF FINANCE AND DEPARTMENT OF EXTERNAL AFFAIRS

POINTS OF CONTACT (POC)/PRINCIPAL CONTACT POINT (PCP)

1. The Department of External Affairs and the Department of Finance are the points of contact for coordinating technical assistance offered to Saint Lucia by donor agencies and Countries. The Permanent Secretaries of these Departments shall advise and inform the Permanent Secretary, Public Service of training to be funded by external donors.
2. Notwithstanding the above, the Permanent Secretary, Public Service shall be the Principal Contact Point (PCP) in liaising with the donor agencies (local or overseas) on matters pertaining to training sponsorships and implementation agreements.

5. OTHER AGENCIES

INTER-AGENCY TRAINING PROGRAMMES

1. While the Department of the Public Service has the responsibility to assist agencies with their training initiatives, agencies shall pool resources to promote inter-agency training programmes.
2. Each agency shall provide job-related training as needed, on its own or in collaboration with other Agencies and shall ensure that adequate and necessary training and development opportunities are provided for its staff members to fit their needs and the needs of the Agency.

INTERNAL TRAINING PLAN & TRAINING NEEDS ANALYSIS

3. Each agency shall prepare a training plan to guide their internal training activities in keeping with the Training and Development Policy for the Public Service.
4. Each Agency shall undertake its own training needs survey. The Agency may consult with the Department of the Public Service as necessary.
5. Each Supervisor of each Agency shall identify areas for skills development for his/her staff and shall notify their Human Resource Officer of these areas, for inclusion in the Agency's Internal Training Plan.
6. Human Resource Officers or other relevant employees, in consultation with staff of the Public Service Training Division, shall provide staff assistance and advice to line personnel in analyzing training needs, planning and implementing training programmes, developing training materials and in evaluating training.

7. Each Agency shall establish a procedure to ensure that all staff members are aware of training opportunities for which they are eligible, and to inform them of how to access these opportunities.
8. Heads of Agencies are to ensure that each staff member is adequately facilitated to participate in training activities for which he/she has been selected and approved.

PERFORMANCE MANAGEMENT

9. Agency Heads shall ensure that each supervisor appraises the performance of each employee whom he/she supervises, in accordance with Public Service Rules and Regulations. Such appraisals shall be recorded on the forms established by the Department of the Public Service for that purpose, and be done on a timely basis, during the months of March and September.
10. Performance Appraisal scores shall be provided to the Training Division, whenever necessary, to facilitate fair and equitable consideration of applications and nominations for training and development initiatives.
11. Agency Heads shall establish a systematic action plan for continuous performance improvement among employees.
 - (i). Manager/Supervisor shall hold pre-course interviews with an employee selected for training to ensure that he/she is fully aware of objectives to be achieved and that he/she is adequately prepared for the training;
 - (ii). Once training is completed, post-course discussions shall be held between manager/supervisor and employee to discuss an action plan following the training and to determine how progress will be monitored.
 - (iii). A post-training evaluation questionnaire shall be completed by the employee, in collaboration with his/her direct manager/supervisor. The questionnaire, along with the action plan, shall be submitted to the Permanent Secretary, Public Service within three (3) months following the employee's resumption of duty.

INTERNAL TRAINING COMMITTEE

12. Each Agency shall establish an Internal Training Committee chaired by the Agency Head to make decisions regarding the following:
 - (i). Selection of staff for short-term training and for nominating staff for long-term training.
 - (ii). Internal programmes to be implemented.
 - (iii). Agency training and staff development priorities.

- (iv). Approval of the Agency's Internal Training Plan.
 - (v). Selection of resource persons to deliver training as needed.
 - (vi). Evaluation of intra-agency training undertaken, for relevance and impact, and to determine whether the programmes are contributing to the attainment of the agency's goals, and mission.
- 13. The Human Resource Officer or person responsible for the training function shall serve as Secretary to the Internal Committee.
 - 14. Section Heads of each Agency shall prepare a quarterly report on training activities involving their staff, to be submitted to the Internal Training Committee. This report shall include all training undertaken during the quarter by each staff member of the section.
 - 15. Each Agency shall submit a comprehensive report to the Permanent Secretary, Public Service, by June 1st of each year, on training activities undertaken in the previous year, i.e. April to March. The report shall include all training and development initiatives undertaken by staff members in that year.

INTERNAL TRAINING POLICY

- 16. Each Agency shall prepare a Training Policy to cater for the particular circumstances of the agency within the broad service-wide Training and Development Policy. This Policy must have the approval of the Permanent Secretary of the Department of the Public Service.
- 17. Each year the employee responsible for personnel administration in each Agency shall prepare a comprehensive training programme in consultation with the managers of his/her Agency and present a training budget for consideration and approval to the Internal Training Committee of his/her Agency. This training programme, together with the associated budget shall be presented to the Training Division of the Department of the Public Service for inclusion in the Division's training budget.

IMPACT ASSESSMENT OF TRAINING PROGRAMMES

- 18. The Human Resource Officer or employee responsible for personnel administration in each agency shall assess the impact of training programmes undertaken in the various sections/units of his/her Agency, and shall inform the Internal Training Committee of his/her findings.
- 19. Agencies shall evaluate the progress of employees following training in order to assess the impact that training has on the organization.

6. GOVERNMENT EMPLOYEES

1. Each employee shall keep abreast of training opportunities available within the service.
2. Each employee shall ensure that requisite forms and documents regarding the accessing of training and development awards are adequately filled out and prepared in accordance with the Training and Development Policy for the Public Service. Incomplete forms or insufficient documents or correspondence may prevent an employee from receiving due consideration for a training and development award. Requisite documents shall include Performance Appraisal scores.
3. Each employee shall cooperate fully with his/her supervisor in identifying his/her training needs and in ensuring that he/she has received the minimum number of training hours mandated for his/her grade.
4. Each employee shall complete a post-training evaluation questionnaire following approved participation in a training and development initiative, whether undertaken locally or overseas. The evaluation shall include what was learnt, an action plan as to what improvements was expected from his/her performance as a result of the initiative and a report on the outcome following the implementation of the action plan.
5. The post-training evaluation questionnaire shall be completed in collaboration with his/her supervisor and shall be submitted to his/her Agency Head, along with the action plan, within three (3) months of his/her resumption of duty.
6. The evaluation questionnaire referred to in Items 7.6.4 and 7.6.5 shall be forwarded to the Permanent Secretary, Public Service to facilitate updating of information on the training database and the employees' personal files.
7. If the evaluation questionnaire is not submitted the employee may be precluded from consideration for future training and development awards.

8.0 TRAINING LEAVE

INTRODUCTION

1. Training Leave is the permission granted to a Government employee to be legitimately absent from his/her duties to participate in a Centralized, Agency-Specific or Short-Term Overseas Training programme.
2. Training leave shall only apply to job-specific training programmes, which are approved by the Government through the Department of the Public Service, and for which the employee is specifically selected by his/her agency.
3. Training Leave shall also be applicable to fellowships offered directly to Government Agencies, particularly those offered to the Office of the Director of Audit, Inland Revenue Department, Customs & Excise Department and the Attorney General's Office, in accordance with the Training and Development Policy.
4. Training Leave shall not be applicable to self-sought training programmes (overseas or local), or for programmes that were not approved by the Government through the Department of the Public Service.
5. An employee who wishes to pursue self-sought training (locally or overseas) shall be required to apply for Study Leave with or without Pay in accordance with the Training and Development Policy on Study Leave.

LOCAL & OVERSEAS TRAINING PROGRAMMES

6. Training Leave is automatically granted to an employee who has been selected by the Department of the Public Service, in accordance with the Training and Development Policy, to undertake a Centralized, Agency-Specific, Short-Term Overseas Training programme or job-specific fellowship not exceeding six (6) months, whether locally or overseas.
7. Training Leave shall also apply to specialized training undertaken by the Police, Fire and Nursing Departments for new recruits, for the required duration.

CONTRACT OFFICERS

8. Training Leave may be granted to eligible contract officers for a maximum of three (3) months, provided that the training occurs before the last nine (9) months of the contract. Training Leave granted to contract officers shall be for the purpose of attending agency-specific conferences as well as agency-specific training of a technical or professional nature.
9. An eligible contract officer is an employee with a contract of not less than twenty-four (24) months.

PRECLUSION FOR OTHER PUBLIC SERVICE AWARDS

10. An employee who has been granted Training Leave shall not be precluded from consideration for Study Leave or Tuition Refund provided that he/she is eligible for such consideration.

APPROVAL OF TRAINING LEAVE

11. The Training and Development Advisory Committee shall approve Training Leave beyond six (6) weeks but not to exceed six (6) months.
12. In special circumstances, Training Leave may be granted to an eligible employee (an employee on the permanent establishment) beyond the short-term, but not to exceed nine (9) months. The Permanent Secretary, Public Service, on the advice of the appropriate Agency Head, shall determine the circumstances which make a Training Leave award beyond six (6) months necessary.
13. The Cabinet of Ministers shall approve Training Leave for periods exceeding nine (9) months.

SALARIES & ALLOWANCES

14. Government employees on Training Leave shall retain their salaries and allowances during the Training Leave period, in accordance with other applicable Policies, Rules and Regulations.

TRAINING ALLOWANCES & BONDING

15. All other applicable allowances shall be as specified for the programme i.e. Short-Term Overseas Training Programme for which the Training Leave is granted.
16. Bonding shall also be as specified for the programme i.e. Short-Term Overseas Training Programme for which the Training Leave is granted.

9.0 CENTRALIZED TRAINING

INTRODUCTION

1. The Centralized Training Programme is any training programme that is conducted for Government employees by the Department of the Public Service through the Training Division.
2. The Centralized Training Programme shall comprise performance improvement training initiatives, delivered locally or otherwise, that are relevant to all Government Agencies.
3. Centralized Training Programmes shall include training courses featured in the Annual Training Plan for regular delivery, targeting employees of all grades and categories. They shall also include donor sponsored courses which are not featured in the Annual Training Plan but are considered relevant to the Public Service and accessed by the Department of the Public Service.
4. The minimum duration for any course from the Centralized Training Programme is three (3) hours.

ANNUAL TRAINING PLAN

5. The Annual Training Plan shall be the main feature of the Centralized Training Programme. The Training Division shall:
 1. prepare and disseminate the Annual Training Plan for the new fiscal year by the end of January each year. This plan shall have been informed by the identification of service-wide competency and skills needs of Government Agencies for the effective implementation of programmes to achieve their goals and mission.
 2. design relevant training courses, mobilize resources (material, finance, instructors/facilitators) and participants, to ensure that each training activity realizes its objectives.
 3. ensure that facilities are available for training and that training activities are adequately funded.
 4. ensure the timely dissemination, at least four (4) weeks before the commencement date of the initiative, of circulars and notices promoting training programmes and inviting nominations.
 5. advise on the selection of participants and resource persons.
 6. liaise with selected resource persons on matters pertinent to the training initiative.

7. coordinate and facilitate, as necessary, during the implementation phase of each training initiative.
8. continuously seek to obtain funding from donor agencies for centralized training especially for high cost programmes.

NOTIFICATION OF TRAINING PROGRAMMES

6. The Department of the Public Service shall circulate written notices (by print or email) of upcoming programmes and provide relevant and pertinent details regarding the programme. The Department of the Public Service shall allow a processing period of not less than four (4) weeks, between the notification date and the commencement date of the training course. Where this is not possible, every effort shall be made to ensure a timely response to circulated notices.

SELECTION AND NOTIFICATION OF PARTICIPANTS

7. Permanent Secretaries and Department Heads shall select employees for centralized training of up to six (6) weeks. The Permanent Secretary, Public Service shall be notified of the selection by the deadline date stipulated for each programme.
8. Item 9.7 notwithstanding, where the total number of potential participants exceeds the number of training places, the Department of the Public Service will endeavour to repeat the course until all persons selected have participated. If that is not feasible, the Department of the Public Service shall, in consultation with the relevant agency representatives, decide on final selection of participants from listings provided by these Agencies.
9. The Permanent Secretary, Public Service shall select persons for centralized training that exceeds six (6) weeks, from nominations by Agency Heads.
10. Persons selected to participate in a centralized training programme shall be notified at least one (1) week before the commencement date of the programme.
11. Supervisors must ensure that adequate arrangements are made to ensure the employee's full attendance and participation in a programme for which he/she has been selected. This may include making adequate arrangements with respect to continuity of work.

ATTENDANCE AND CERTIFICATES OF PARTICIPATION

12. Attendance requirement for each course in the centralized training programme shall be at one hundred percent (100%) since time spent at a training course is considered work time, for which the participant shall suffer no loss of pay, allowance or benefits. Therefore, a participant in a centralized training programme shall sign a daily register as proof of his/her attendance. A written explanation is to be provided by a participant who is absent for any part of a training programme.
13. With regard to Item 9.12, certificates of participation or accomplishment shall only be issued for attendance of one hundred percent (100%).

14. During the period of his/her training, a participant in a centralized training course shall retain all allowances, pay, vacation time, or any other benefits to which he/she is normally entitled.

POST-TRAINING EVALUATION

15. Each participant of a centralized training course shall submit a post training evaluation questionnaire of his/her participation. This questionnaire shall be completed in collaboration with his/her supervisor, submitted to his/her Agency Head and copied to the Permanent Secretary, Public Service within three (3) months following the end date of the training course.
16. Non-compliance of Item 9.16 shall render an employee ineligible for consideration for participation in future training programmes which are offered to, or by, the Government of Saint Lucia from time to time.

BONDING

17. An employee who has participated in a centralized training course shall not be bonded except where the cost of his/her participation, to the Government of Saint Lucia, exceeds EC\$10, 000.00, in which case the employee shall be bonded to the Government of Saint Lucia for a minimum period of one (1) year. The Bond Agreement is included as Appendix I.

10.0 AGENCY-SPECIFIC TRAINING

INTRODUCTION

1. Agency-Specific Training programmes are programmes that are specific to and conducted by, or through, individual Government Agencies specifically for their employees.
2. Agency-Specific Training programmes are designed to improve agency performance and ensure that each employee of the Agency has the requisite skills, knowledge and attitudes needed to perform his/her job satisfactorily. This includes donor sponsored professional training and fellowships relevant only to the Agency to which they are offered, because of the Agency's particular functions and mandate.
3. Agency-Specific Training programmes may be undertaken locally or overseas.
4. The appropriate policy shall be applicable on matters of selection, permission to be out of state, Training Leave, Study Leave, financing, utilization of new knowledge and skills, and bonding.

IDENTIFICATION OF TRAINING PROGRAMMES

5. Each Agency shall seek to identify and access job-specific training for the benefit of all staff members.
6. Each Agency Head shall submit its list of anticipated professional/technical or specialist training courses for the following fiscal year by the end of June each year. The submission shall be made to the Permanent Secretary, Public Service.
7. The list shall be accompanied by a detailed outline including sponsors/donors, extent of sponsorship/donation, training outcome with respect to skills acquisition and utilization, time and duration schedules, Government financing, if applicable, and nominations of participants. The format for making this submission is presented as Appendix II to the Training and Development Policy.
8. Each Agency Head shall inform the Permanent Secretary, Public Service, in writing, of Agency-Specific Training undertaken, within six (6) weeks of the completion of the initiative. This also applies to fellowships and professional or technical training undertaken locally or overseas.
9. Each Agency shall seek to obtain adequate training resources, whether through budget allocations, support from the Department of the Public Service, or donor agencies (local and foreign) in accordance with Public Service Policies.

BONDING

10. Bonding shall be based on the cost of participation in accordance with Table 2, or as stipulated by the Permanent Secretary, Public Service:

TABLE 2: AGENCY TRAINING BONDING PERIODS

COST OF TRAINING	BONDING PERIOD
\$10,001 - \$20,000	12 MONTHS
\$20,001 - \$30,000	15 MONTHS
\$30,001 - \$40,000	18 MONTHS
OVER \$40,000	24 MONTHS

11.0 SHORT-TERM OVERSEAS TRAINING

INTRODUCTION

1. Short-Term Overseas Training programmes are training programmes, to be undertaken overseas, that are offered to the Government of Saint Lucia through any of its Agencies and that are sponsored by external institutions, foreign countries or other donor agencies. Short-Term Overseas Training programmes are often partially or fully funded by the donor agency.
2. The Short-Term Overseas Training Programme shall be administered by the Department of the Public Service irrespective of source or purpose of sponsorship.
3. Short-Term Overseas Training programmes shall include programmes of six (6) months' duration or less.
4. Short-Term Overseas Training may also include job-specific fellowships not exceeding nine (9) months. However, these shall be considered on a case-by-case basis.
5. Training Leave shall apply to Short-Term Overseas Training except where otherwise stipulated.
6. All offers of Short-Term Overseas Training shall be forwarded to the Department of the Public Service for processing.

SELECTION AND APPROVAL OF EMPLOYEES

7. The Training Division of the Department of the Public Service shall liaise with agencies on matters pertaining to selection of participants, applicable allowances, other associated costs and insurances.
8. Permanent Secretaries and Department Heads shall submit nominations of employees for Short-Term Overseas Training to the Permanent Secretary, Public Service for consideration and approval. The principles of merit and need must be considered when nominating persons for overseas training.
9. Responsibility for the selection/approval of employees for Short-Term Overseas Training shall be in accordance with the following:
 1. Permanent Secretary, Public Service for programmes up to six (6) weeks duration;
 2. Training and Development Advisory Committee for programmes over six (6) weeks but not to exceed six (6) months;
10. Notwithstanding Item 11.9, the Police Commissioner may grant approval to Police Officers to pursue Short-Term Overseas Training programmes of up to two (2) months.

11. All employees approved/selected for a Short-Term Overseas Training programme shall require the permission of the Permanent Secretary, Public Service to be out-of-state.
12. Every effort shall be made to ensure the fair and equitable distribution of 'Short-Term Overseas Training awards. Consideration for selection of employees shall include an assessment of the number of previous awards already granted to the nominee, suitability of the nominee vis-à-vis suitability of other likely candidates, and merit.
13. An employee shall not be considered for more than two (2) Short-Term Overseas Training awards within a twenty-four (24) month span or before the expiration date of a bond associated with a previous Short-Term Overseas award, except where otherwise approved by the Permanent Secretary, Public Service.

SALARY AND ALLOWANCES

14. An employee on a Short-Term Overseas Training programme, unless otherwise stipulated, shall be entitled to full salary and other allowances to which he is normally entitled.
15. Notwithstanding Item 11.14, an employee in an acting position shall forfeit his/her acting allowance while on Short-Term Overseas Training that exceeds twelve (12) work days.

TRAINING ALLOWANCES

16. An employee selected and approved for a Short-Term Overseas Training Programme shall be eligible to receive consideration for allowances in accordance with existing Government policies.

BONDING

17. Bonding shall be based on the cost of participation in accordance with Table 3, or as stipulated by the Permanent Secretary, Public Service:

TABLE 3: SHORT-TERM OVERSEAS TRAINING BONDING PERIODS

COST OF TRAINING EC\$	BONDING PERIOD
\$10,001 - \$20,000	12 MONTHS
\$20,001 - \$30,000	15 MONTHS
\$30,001 - \$40,000	18 MONTHS
OVER \$40,000	24 MONTHS

POST-TRAINING EVALUATION

18. An employee who has participated in a Short-Term Overseas Training programme shall submit a post-training evaluation questionnaire, completed in collaboration with his/her supervisor, to the Permanent Secretary, Public Service through his Agency Head, within three (3) months of his/her resumption of duty.

19. An employee who does not comply with Item 11.18 shall not be considered for further Short-Term Overseas Training programmes within the next twenty-four (24) months following the expiry date of his/her bonded service for the Short-Term Overseas Training Programme undertaken and for which a questionnaire was not submitted.

12.0 TIME-OFF FOR PERSONAL STUDIES

INTRODUCTION

1. Employees who are pursuing personal studies on a part-time basis may be granted time-off to write exams, attend classes or participate in official study exercises.
2. Official study exercises are activities that form part of the course of study and that are endorsed by the educational institution where the employee is pursuing his/her studies.

ELIGIBILITY REQUIREMENTS

3. An employee shall be eligible for consideration for time-off provided that the following conditions are met:
 1. The employee informs the Head of his/her agency of his/her acceptance into a programme, before the commencement date of the programme, with supporting documentary evidence from the educational institution.
 2. The employee is pursuing an accredited programme that is recognized by the Government of Saint Lucia.
 3. The exams, classes or study exercises for which the time-off is requested are being held during times that coincide with the employee's work hours.
 4. Time-off shall not be granted to employees to prepare for exams or to write exams, attend classes or participate in study exercises where the times for these activities do not coincide with their work hours.
 5. An employee with an irregular work schedule, i.e. a schedule that requires him/her to work outside of the '8:00 am to 4:30 pm' time period, shall present his/her work schedule along with his/her request for time-off.
 6. In accordance with Item 12.3.3, time-off shall only be granted for the scheduled time of the exam, class or study exercise.
 7. Time-off shall not be granted for the purposes of preparing for examinations.

APPLICATION PROCEDURE

4. Requests for time-off shall be accompanied by official time/class schedules and/or other relevant documentation from the educational institution and where applicable, in accordance with Item 12.3.5, the employee's work schedule.
5. Requests for time-off to attend classes or to participate in official study exercises shall be submitted to the Permanent Secretary, Public Service at least two (2) weeks before the commencement date of the classes or exercises.

6. Notwithstanding Item 12.5, requests for time-off to write exams shall be granted by the Head of the employee's agency who shall notify the Permanent Secretary, Public Service of all approvals.

MAXIMUM PERIOD FOR TIME-OFF

7. The total amount of time-off granted to an employee for personal studies shall not exceed one hundred and twenty (120) work hours in any one (1) year.
8. An employee shall be required to utilize his/her vacation leave, which he/she has earned, should he/she require time-off for personal studies in excess of one hundred and twenty (120) hours in any one (1) year.
9. Contract officers in the medical field may be granted time-off for professional development for a period not exceeding five (5) work days per contract.

13.0 STUDY LEAVE

INTRODUCTION

1. Study Leave is the permission granted to a Government employee on the permanent establishment to be absent legitimately from his/her duties for an approved period of time to facilitate his/her participation in a personal course of study in an area identified by the Government as a priority for the Public Service.
2. Study Leave may be granted with or without pay.
3. Study Leave shall be applicable only for full-time studies.
4. Study Leave shall not be granted to an employee on bond to the Government or State, except with the expressed approval of the Cabinet of Ministers for a bond deferral.
5. Study Leave shall not be granted to Government Casual Workers.
6. Study Leave shall not be granted for an Internship programme or Optional Practical Training (OPT) which follows the end date of a study programme.
7. A Government employee shall not be granted Study Leave to pursue courses which will equip him/her with skills which are not required within the Public Service.
8. Study Leave shall not be granted to Government employees to pursue courses of study at institutions which are not accredited and/or not recognized by the Government of Saint Lucia.
9. Completion of a programme on Study Leave does not entitle a Government employee for automatic promotion.

10. STUDY LEAVE WITH PAY

INTRODUCTION

1. A Government employee who is granted a Study Leave with Pay award shall be paid study allowances during the period of his/her award.
2. Study allowances are the equivalent of the employee's basic salary, or a percentage of his/her basic salary, based on the guidelines outlined in Item 13.10.7.
3. Study Leave with Pay shall not be granted for studies at the doctoral level.

4. Eligibility Requirements

1. A Government employee may be granted a Study Leave with Pay award provided that:

- (i). he/she is on the permanent establishment, at the time of application, and has given five (5) or more years of continuous service. An employee's period of temporary employment is included for the purpose of determining the length of his/her service so that he/she may become eligible to receive consideration for Study Leave with Pay, provided that there has been no break in continuity of the service between temporary and permanent employment;
- (ii). he/she is pursuing, or intends to pursue, a course of study that is included in the applicable List of Approved Areas for Study Leave with Pay Awards. Study Leave with Pay shall not be granted for study areas which are not included on that list.
- (iii). the educational institution where he/she is pursuing or intends to pursue the course of study is accredited and recognized by the Government of Saint Lucia.
- (iv). the study area is relevant and of priority to his/her Agency's mandate vision and mission.
- (v). his/her Agency Head supports the application and recommends him/her for consideration.
- (vi). the average performance appraisal score of his/her three (3) most recent appraisals is not less than seventy-five percent (75%).

DOUBLE AWARDS

- 2. Study Leave with Pay shall not be granted to a Government employee who, at the time of application, is a recipient of:
 - (i). an Economic Cost award;
 - (ii). a Tuition Refund award;
 - (iii). a Government-endorsed scholarship award which covers the full cost of the study programme. 'Full-cost' shall be deemed to include tuition and registration fees, books and supplies and living expenses;
 - (iv). a Government-endorses partial scholarship award.
- 3. Study Leave with Pay shall not be granted to a recipient of a bond deferral or to an employee who has not fulfilled his/her bond obligations at the time of application.

5. *Application Process*

APPROVAL OF AWARDS

1. Study Leave with Pay awards shall be granted as follows:
 - (i). The Permanent Secretary, Public Service shall approve awards up to one (1) month.
 - (ii). The Training and Development Advisory Committee shall approve awards beyond one (1) month, but not to exceed six (6) months.
 - (iii). The Cabinet of Ministers shall approve awards for the long term, or periods exceeding six (6) months.

SUBMISSION & PROCESSING OF APPLICATIONS

2. Requests for Study Leave with Pay shall be made on the prescribed form, included as Appendix III, and submitted to the Permanent Secretary, Public Service through the respective Heads of Agencies, by the deadline date of April 30 for the upcoming academic year commencing August or September.
3. Agency Heads shall forward requests for Study Leave with Pay to the Permanent Secretary, Public Service ensuring that application forms are legible and completely filled out and accompanied by a fully completed 'Statement of Conduct and Work Ethics' form included as Appendix IV.
4. Incomplete and/or late applications shall be returned to the respective Agencies without consideration or bias.
5. Application forms which do not include the requisite Performance Appraisal scores shall also be returned to the respective agencies without consideration or bias.
6. The Training Division shall screen all applications for Study Leave with Pay to ensure that all requirements are met.
7. The Training Division shall return application documents from applicants who are not eligible for consideration to the respective Agencies, by the end of May each year.
8. The Permanent Secretary, Public Service shall present the requests of eligible employees to the Training and Development Advisory Committee for assessing and selecting applicants to be recommended to the Cabinet of Ministers for the award of Study Leave with Pay.

9. The Permanent Secretary, Public Service shall inform Agency Heads of the decisions of Cabinet regarding awards of Study Leave with Pay

6. Bonding

1. Employees who have been awarded Study Leave with Pay must indicate their acceptance of the award by completing and signing a Bond Agreement, included as Appendix V, with the Government of Saint Lucia in accordance with the Rules and Regulations of the Public Service.
2. A Study Leave with Pay award shall only be released by the Department of the Public Service after the awardee has presented a letter of acceptance from the educational institution where he/she intends to study and has signed his/her Bond Agreement.
3. The Bond Agreement shall indicate an undertaking by the awardee to remain in the employ of the Government of Saint Lucia for a prescribed minimum period upon the completion of his/her studies or to repay to the Government of Saint Lucia an agreed sum of money should the awardee choose not to fulfill his/her bond obligations.
4. Bonded service for Study Leave with Pay shall be in accordance with the bonding periods indicated in Table 4, and shall commence on the date the employee resumes duties following completion of study.

TABLE 4: STUDY LEAVE WITH PAY BONDING PERIODS

DURATION OF COURSE	BONDED SERVICE
1 day – 1 month	Zero (0) years
Over 1 month – 1 year	1 year
Over 1 year – 2 years	2 years
Over 2 years – 3 years	3 years

5. An employee who has not fully discharged his/her bond obligations for one award shall not be eligible for consideration for new awards except in the cases mentioned in Item 13.10.8.3.

7. Study Allowances

1. Agency Heads shall arrange to transfer through a reallocation warrant the current financial year's salary provision for new awardees of Study Leave with Pay, from their Personnel Emolument vote to the Training Vote of the Department of the Public Service, who shall then prepare the appropriate change forms and shall undertake the payment of study allowances to each awardee during their Study Leave with Pay period.

2. Study allowances are applicable during the academic year of the institution where the employee is pursuing his/her studies.
3. A Government employee with five (5) to ten (10) years of service shall be paid one hundred percent (100%) of his/her basic salary during the first academic year. For the remaining award period, the employee shall be paid sixty percent (60%) of his/her basic salary each academic year.
4. An employee with more than ten (10) years of service shall be paid one hundred percent (100%) of his/her basic salary in the first academic year and seventy-five percent (75%), each academic year, for the remainder of the award period.
5. Items 13.10.7.3 and 13.10.7.4 shall apply to recipients of Study Leave with Pay awards whether the studies are undertaken at local, regional or international educational institutions.
6. Study allowances shall be discontinued while an employee is out on school break between one academic year and the following academic year as scheduled by the institution where the studies are being pursued.
7. Following a school break between one academic year and the next, study allowances shall be reinstated, at the appropriate time, provided that all the conditions for reinstatement are met.
8. Study allowances are subject to income tax deductions in accordance with Public Service Rules and Regulations.

8. Award Conditions

MAXIMUM AWARD PERIOD

1. Study Leave with Pay may be granted for a maximum period of two (2) years for a postgraduate programme for three (3) years for an undergraduate programme.
2. A recipient of a Study Leave with Pay award requiring more than two (2) years to complete a postgraduate programme or more than three (3) years to complete an undergraduate programme shall be granted Study Leave without Pay upon the expiration of his/her Study Leave with Pay award.

DEFERRAL OF BOND

3. An employee on Study Leave with Pay, who is awarded a scholarship for additional studies from his/her study institution due to his/her outstanding study accomplishments such that he/she graduates with

First Class Honours or an equivalent, shall be eligible for consideration for bond deferment and Study Leave without Pay for the additional studies.

EXTENSION OF STUDY LEAVE WITH PAY

4. No extensions for Study Leave with Pay awards shall be granted.
5. A recipient of a Study Leave with Pay award, who did not complete his/her Study Programme during the award period, shall be required to request Study Leave without Pay to complete his/her study programme.

FORFEITURE, WITHDRAWAL AND SUSPENSION OF AWARDS

6. Study Leave with Pay shall be forfeited if the award is not utilized within the academic year in which it was granted.
7. A Study Leave with Pay award shall be withdrawn or suspended if:
 - (i). the awardee does not sign his/her bond agreement prior to the commencement date of his/her studies, or a date stipulated by the Permanent Secretary, Public Service.
 - (ii). the awardee does not provide documentary evidence, such as transcripts, and proof of registration following each academic year of his/her studies and prior to the next academic year.
 - (iii). the awardee fails to move to the next level in his/her studies from one academic year to the next, owing to failed courses, leave from studies, or any other reason which might have hampered his/her progress in his/her studies.
 - (iv). the awardee changes his/her area of study without the expressed approval of the Government.
 - (v). the awardee changes his/her degree type without the expressed approval of the Government. A study Leave with Pay award granted for one level of study shall not be extended to another level of study, such as from an undergraduate programme to a postgraduate programme, or if such a change shall cause an awardee to receive a different or additional qualification to what was intended by the Study Leave with Pay award.
 - (vi). the awardee changes the institution where he/she is pursuing the course of study without the expressed approval of the Department of the Public Service.

- (vii). the awardee is formally asked to withdraw from the course of studies because of unsatisfactory performance or behavior.
- (viii). the awardee is unable to continue his/her studies during a prolonged period due to illness or other circumstances extending beyond one (1) month.

MATERNITY/MEDICAL LEAVE WHILE ON STUDY LEAVE WITH PAY

- 8. An employee who is unable to continue her studies because of a pregnancy shall:
 - (i) notify the Permanent Secretary, Public Service in writing, through the head of her Agency together with the relevant documents indicating her intention regarding resumption of duties.
 - (ii). request a suspension of her Study Leave with pay award to allow her to resume duties at her substantive post, to enable the application of Public Service Rules and Regulations regarding Maternity Leave or otherwise, at the appropriate time.
- 9. An employee who is unable to continue his/her studies for a prolonged period because of illness during his/her Study Leave with Pay period shall promptly notify the Permanent Secretary, Public Service, through the most expedient means available to him/her, through his/her Head of Agency and shall provide all necessary documents, including official notification and/or verification from his/her institution, to enable a determination regarding his/her Study Leave with Pay award and to enable the application of other appropriate Public Service Rules and Regulations. Wherever possible, this notification shall be done in writing.

RESUMPTION OF DUTIES DURING SUMMER BREAK

- 10. An employee on Study Leave with Pay is required to resume duties at his/her substantive post or where otherwise assigned by the Permanent Secretary, Public Service during the school break between the end of an academic year and the following academic year.
- 11. An employee who is justifiably unable to report for duty during the school break referred to in Item 13.10.8.10, must seek prior permission from the Permanent Secretary, Public Service, at least three (3) months before the end of the academic year.
- 12. An employee who has received permission to be away from his/her duties during the school break, referred to in Item 13.10.8.10, shall be deemed to be on Leave Without Pay and shall not be paid study allowances or salary during the leave without pay period.

13. An employee on Study Leave with Pay who fails to report for duty during the school break between one (1) academic year and the next academic year without the expressed permission of the Permanent Secretary, Public Service shall be deemed to have abandoned his/her post in accordance with Public Service Rules and Regulations.
14. Employees on Study Leave with Pay shall notify the Permanent Secretary, Public Service in writing through their Agency Head, of the date on which they will resume duty whether during the school break between academic years or at the end of their studies, at least one (1) month before the date of their intended resumption.
15. Teachers on Study Leave with Pay shall be paid the equivalent of one (1) month salary during the school break between academic years. This shall not form part of the stipulated maximum period for Study Leave with Pay referred to in Item 13.10.8.10.
16. Employees on Study Leave with Pay who have reported for duty for any reason during the period of their award shall be entitled to their regular salary, including allowances, if they work at their substantive posts or the applicable salary and allowances should they work in a post otherwise assigned by the Public Service Commission. Such salaries and allowances shall be paid from the Personnel Emolument vote of the Agency where they work.

VACATION LEAVE

17. Employees on Study Leave with Pay shall not earn vacation leave except for the period that they report for duty during school breaks or at any other time during their study leave period.

INTERNSHIPS/OPTIONAL PRACTICAL TRAINING

18. Study Leave with Pay shall not be extended for participation in an internship or Optional Practical Training (OPT) programme which is not an integral part of the study programme, or for a period following the end date of a study programme.

11. STUDY LEAVE WITHOUT PAY

INTRODUCTION

1. Study Leave without Pay may be granted to eligible Government employees to pursue studies which will equip them with skills that will enable performance improvement at their existing post or to prepare them for greater responsibility elsewhere in the Public Service.
2. Study Leave without Pay shall not be granted for courses or areas of study that are not included on the List of Approved Areas for Tuition Refund & Study Leave without Pay Awards.

3. Study Leave without Pay shall not be granted beyond the stipulated duration of the programme for which the Study Leave without Pay award is granted.

4. Eligibility Requirements

1. A Government employee may be granted a Study Leave without Pay award provided that:
 - (i). he/she is on the permanent establishment, at the time of application, and has given three (3) or more years of continuous service. An employee's period of temporary employment is included for the purposes of determining the length of his/her service so that he/she may become eligible to receive consideration for Study Leave without Pay, provided that there has been no break in continuity of the service between temporary and permanent employment.
 - (ii). his/her course of study is included on the List of Approved Areas for Tuition Refund and Study Leave without Pay Awards.
 - (iii). his/her Agency Head supports the application and recommends him/her for consideration.
 - (iv). the average performance appraisal score of his/her three (3) most recent appraisals is not less than seventy-five percent (75%).

5. Application Process

1. Applications for Study Leave without Pay shall be considered twice yearly. Applications on the prescribed form, included in Appendix III, shall reach the Permanent Secretary, Public Service on or before June 30, for the start of the upcoming academic year and November 30, for studies which shall commence in January or later, within the same academic year.

6. Bonding

1. Study Leave without Pay is not subject to bonded service. However, an employee who has been awarded Study Leave without Pay shall return a signed copy of the 'Terms and Conditions of Study Leave without Pay' to indicate his/her acceptance of the award and the associated terms and conditions.
2. Employees not in compliance with Item 13.11.6.1 shall not be granted an extension of their Study Leave without Pay award.

7. Award Conditions

APPROVAL OF STUDY LEAVE WITHOUT PAY

1. Study Leave without Pay is granted by the Permanent Secretary, Public Service for the short and long-term.
2. Item 13.11.7.1 notwithstanding, the Permanent Secretary, Education shall grant requests for Study Leave without Pay to eligible Teachers, in accordance with the Training and Development Policy on Study Leave without Pay.
3. Study Leave without Pay, once granted for the long-term, shall be issued for one (1) academic year at a time.

EXTENSION OF STUDY LEAVE WITHOUT PAY

4. An extension of Study Leave without Pay shall be requested at the end of each academic year for the next academic year. The request shall be submitted to the Permanent Secretary, Public Service through the employee's Agency Head and shall be accompanied by transcripts of courses undertaken in the academic year recently concluded.
5. Continuation of Study Leave without Pay shall be granted only upon full compliance of Item 13.11.7.4.
6. An employee who has not received written approval for the continuation of his/her Study Leave without Pay, shall be required to resume duties at his/her substantive post immediately following the expiration of his/her award.
7. An employee who fails to comply with Item 13.11.7.6 may be deemed to have vacated his/her post in accordance with Cabinet Conclusion No. 27, 13th January 2003, which stipulates that *"an officer who absents himself/herself from duty without permission for a period of ten (10) consecutive days shall be deemed to have vacated his/her post if he/she fails to notify the Permanent Secretary or Head of Department directly of the cause of the absence."*

STUDY LEAVE WITHOUT PAY FOR SUMMER

8. Study Leave without Pay may be awarded to pursue summer courses. An application for an extension to pursue summer courses shall be submitted to the Permanent Secretary, Public Service, through the applicant's Agency Head, who shall indicate his/her recommendations regarding the request, as well as for work continuity during the applicant's absence.
9. To minimize disruptions and to facilitate a continuous workflow, an employee who wishes to pursue summer courses on Study Leave

without Pay, in keeping with Item 13.11.7.8 shall indicate such an intention to the Head of his/her Agency at least eight (8) weeks before the expiration date of his/her Study Leave without Pay award.

10. An application for an extension of Study Leave without Pay to pursue summer programmes shall be accompanied by documentary evidence from the educational institution, indicating that the applicant is enrolled for summer courses.

VACATION LEAVE DURING STUDY PERIOD

11. An employee on Study Leave without Pay shall not earn vacation leave during his/her study period.
12. Item 13.11.7.11 notwithstanding, an employee shall earn vacation leave during school vacation periods provided that he/she reports for duty and earns leave proportionate to the period of work.

STUDY ALLOWANCES

13. An employee on Study Leave without Pay shall not receive study allowances for the period of the award.
14. Salary and/or allowances to an employee who has been awarded Study Leave without Pay shall cease immediately following the employee's last work day.
15. Salaries shall be reinstated when the head of his/her agency informs the Accountant General through the Permanent Secretary, Public Service, of the employee's resumption of duties whether during school vacation periods or upon completion of studies.

REVOCATION OF STUDY LEAVE WITHOUT PAY

16. An employee on Study Leave without Pay who fails to comply with the terms and conditions of the award in accordance with the Training and Development Policy on Study Leave without Pay, shall have his/her award revoked.

MEDICAL LEAVE WHILE ON STUDY LEAVE WITHOUT PAY

17. An employee on Study Leave without Pay, who is unable to continue his/her studies due to a prolonged illness or any other reason shall inform the Permanent Secretary, Public Service through his/her Agency Head within ten (10) days of the discontinuation of studies. This is to enable a determination regarding resumption of duties, sick leave or any other necessary arrangement in keeping with Public Service Rules and Regulations.
18. A notification of a discontinuation of studies referred to in Item 13.11.7.17 shall be accompanied by verification documents and

correspondence from the institution where the employee has been pursuing his/her studies.

14.0 TUITION REFUND PROGRAMME

INTRODUCTION

1. The Tuition Refund Programme is a Government-sponsored facility which provides partial financial support to eligible Government employees to enable them to pursue relevant education and training programmes leading to an undergraduate, professional or postgraduate (excluding doctorate programmes) qualification on a part-time basis, without undue disruption to their daily work routine.
2. Study programmes to be considered under the Tuition Refund Facility include:
 1. accredited distance education programmes which will train persons up to a professional level in corporate and management accounting relevant to the Public Service.
 2. part-time accredited programmes offered locally by the University of the West Indies (UWI) and the Sir Arthur Lewis Community College (SALCC) and other accredited institutions that are recognized by the Government of Saint Lucia.
 3. programmes in areas of specialization which are considered as priority for Government and can be pursued through distance learning mode, or part-time through the University of the West Indies (UWI) or the Sir Arthur Lewis Community College (SALCC), or other accredited institutions acceptable to the Government of Saint Lucia.
3. Upon successful completion of their programmes, Tuition Refund Award recipients shall be reimbursed fifty percent (50%) of eligible expenses in keeping with the stipulated award conditions.
4. Eligible expenses include tuition fees, the educational institution's official examination fees, registration fees and prescribed textbooks.
5. Tuition Refund shall not be awarded for programmes which are not included on the applicable List of Approved Areas for Tuition Refund and Study Leave without Pay Awards.
6. Tuition Refund shall not be awarded to Government employees to pursue studies at the doctorate level.

7. *Eligibility Requirements*

1. A Government employee shall be eligible for consideration for a Tuition Refund award if he/she:
 - (i). has given three (3) years of continuous service and is on the permanent establishment at the time of application;

- (ii). has an average performance appraisal score, of his/her three (3) most recent appraisals immediately preceding the application period, not less than 75%;
 - (iii). he/she is not employed on contract i.e. for a predetermined period, or employed on a temporary basis in a post which has been established for a predetermined period;
 - (iv). he/she is not bonded, at the time of application, from a previous award such as Study Leave with Pay, Economic Cost, Tuition Refund, or other Government-endorsed scholarship award.
 - (v). his/her Agency Head supports the application and recommends him/her for consideration.
 - (vi). he/she is pursuing or intends to pursue a course of study that is:
 - a. directly related to his/her current duties; or
 - b. related to the duties of another post that he/she has been or will be recommended for based on the Agency's succession plan.
2. Notwithstanding Item 14.7.1, Tuition Refund shall not be considered for areas of study that are not included in the applicable List of Approved Areas for Tuition Refund and Study Leave without Pay Awards except where the Permanent Secretary, Public Service, upon the advice of the appropriate Agency Head, deems the area of study of utmost relevance to the Agency's work mission.

8. Application Process

- 1. Application for inclusion under the Tuition Refund Facility shall be made on the prescribed Tuition Refund Application Form, included as Appendix VI, and submitted to the Permanent Secretary, Public Service, through the employee's Head of Department/Agency by March 31 of each year.
- 2. Incomplete or late applications shall be returned to respective Agencies without consideration or bias.

9. Bonding

- 1. The grant of a Tuition Refund Award shall be subject to the execution of a Bond Agreement, included as Appendix VII, by the employee who is granted the award, to remain in the Public Service of Saint Lucia for a prescribed minimum period following the completion of his/her study programme in accordance with Table 5.

TABLE 5: TUITION REFUND BONDING PERIODS

AMOUNT REIMBURSED EC\$	BONDED SERVICE
\$1 - \$1, 000	Three (3) months
\$1, 001 - \$3, 000	Six (6) months
\$3, 001 - \$6, 000	Nine (9) months
\$6, 001 - \$9, 000	Twelve (12) months
\$9, 001 - \$12, 000	Fifteen (15) months
\$12, 001 - \$15, 000	Eighteen (18) months

2. An employee shall be required to repay to the Government the actual amount reimbursed to him/her if he/she leaves the Government service before the expiration of his/her bond period.

10. Award Conditions

REIMBURSEMENTS

1. An employee who has received a Tuition Refund award shall be reimbursed upon the successful completion of his/her study programme or upon successful completion of each certificate level of a professional study programme, in accordance with the following:
 - (i). fifty percent (50%) of eligible expenses, comprising tuition fees, the educational institution's official examination fees, registration fees and prescribed textbooks.
 - (ii). Item 14.10.1(i) notwithstanding, reimbursements to an eligible employee shall not exceed EC\$15, 000.00.
 - (iii). payments shall be made only upon the presentation of proof of successful completion of the programme or, where applicable, successful completion of each level of the programme.
 - (iv). requests for reimbursement shall be submitted in writing to the Permanent Secretary, Public Service through the awardee's Agency Head and shall include original, official invoices/receipts from the study and/or financial institution and proof of successful completion of the programme or level, in keeping with Item 14.10.1 (iii).

FAILED COURSES

- (v). no reimbursements shall be made for failed courses.

- (vi). reimbursements shall be made after an awardee has signed a Bond Agreement to serve the Government for a prescribed period in accordance with Item 14.10.1.

MAXIMUM PERIOD TO COMPLETE STUDIES

- 2. Item 14.10.1(ii) notwithstanding, a Tuition Refund award shall be revoked in part or in full, if an awardee has not completed his/her study programme within seven (7) years, for a Bachelor's degree, a professional Accounting programme, e.g. ACCA, CGA or equivalent, and six (6) years for all other eligible programmes.

AUTOMATIC PROMOTION

- 3. Successful completion of a programme does not entitle an employee to an automatic promotion, as promotions are usually based on the availability or relevant vacancies and the application of relevant Rules and Regulations which guide the placement of employees within the Public Service.

APPENDICES

1. APPENDIX I: SPECIALIZED SHORT-TERM TRAINING BOND

SAINT LUCIA

BOND AGREEMENT

SPECIALIZED SHORT-TERM TRAINING

KNOW ALL MEN BY THESE PRESENTS THAT WE

NAME OF OFFICER

of

in the State of Saint Lucia (hereinafter referred to as “the Grantee”); and

of

in the State of Saint Lucia (hereinafter referred to as “the Surety”)

are jointly and severally bound unto the Government of Saint Lucia (hereinafter referred to as ‘the Government’) acting herein and represented by the Director of Finance in the sum of **[COST OF BOND IN WORDS] (EC\$0.00)** good and lawful money of Saint Lucia to be paid into the Treasury of the ‘Government’ for which payment well and truly to be made we bind ourselves and each of us for the whole of our heirs, executors and administrators jointly and severally firmly by these presents.

Signed and dated the _____ day of _____ Two Thousand and Eighteen.

WHEREAS the Government has granted a scholarship to the Grantee to pursue the training programme **[NAME OF TRAINING PROGRAMME]** in the **[COUNTRY]**.

AND WHEREAS it is mutually agreed that acceptance of this scholarship shall be conditional upon:

- (a) the obligation on the part of the Grantee to serve the Government for a period of **[BOND PERIOD]** in the Public Service;
- (b) a penalty for withdrawal from the training programme without reasonable cause arising from neglect by or the fault of the Grantee or without the approval of the Government.

IT IS HEREBY FURTHER MUTUALLY AGREED between the Parties:

- (a) that in consideration of the grant of the scholarship, the Grantee shall, on completion of the training programme **[TRAINING PROGRAMME]** return

forthwith to Saint Lucia and therewith accept appointment to any post offered to him/her by the Government suitable to the course of study undertaken such suitability to be determined solely by the Government, and shall faithfully and diligently serve in such appointment for a consecutive period of not less than **[BOND PERIOD]** to be computed as commencing from the date of such appointment;

- (b) that the Grantee shall be liable to pay the sum of **[COST OF BOND IN WORDS] (EC\$0.00)** to the Government should he/she fail to complete the course through neglect of his/her studies, misconduct or any other unreasonable cause.

NOW THE ABOVE WRITTEN OBLIGATION is conditioned to be void in case the Grantee shall return to Saint Lucia and serve the Government as aforesaid or in case the Grantee and/or Surety shall pay into the Government Treasury the sum of **[COST OF BOND IN WORDS] (EC\$0.00)**.

SIGNED, SEALED AND DELIVERED

by the within named Grantee

Grantee

In the presence of _____

SIGNED, SEALED AND DELIVERED

by the within named Surety

Surety

In the presence of _____

This _____ day of _____ Two Thousand and Eighteen.


Signed and dated the _____ day of _____ Two Thousand and Eighteen, for and on behalf of the Government of Saint Lucia.


Director of Finance

2. APPENDIX II: FORMAT FOR SUBMISSION OF PROFESSIONAL/TECHNICAL/SPECIALIST TRAINING PLAN


Name of Course:	Objectives	Expected Number of Participants	Sponsors/Donors (including Government of Saint Lucia, if applicable)	Details of Sponsorship/Donation	Details of Sponsorship Required by Government of Saint Lucia
	Duraton & Scheduled Dates				
Name of Course:	Objectives	Expected Number of Participants	Sponsors/Donors (including Government of Saint Lucia, if applicable)	Details of Sponsorship/Donation	Details of Sponsorship Required by Government of Saint Lucia
	Duraton & Scheduled Dates				

3. APPENDIX III: STUDY LEAVE APPLICATION FORM

		GOVERNMENT OF SAINT LUCIA		For Official Use:	
STUDY LEAVE APPLICATION FORM				A/Y: _____	
APPLICATION FOR: STUDY LEAVE WITH PAY <input type="checkbox"/> STUDY LEAVE WITHOUT PAY <input type="checkbox"/>				SL ID: _____	
SECTION A: PERSONAL INFORMATION					
LAST NAME: _____		FIRST NAME: _____		OTHER: _____	
SEX: <input type="text" value="Select One"/>	DATE OF BIRTH: _____ <small>(dd/MM/YYYY)</small>		AGE: 0 Years		NIS #: _____
HOME ADDRESS: _____					
CITY/TOWN/VILLAGE: <input type="text" value="Select"/>		HOME #: _____		WORK #: _____	
E-MAIL ADDRESS: _____		MOBILE #: _____		OTHER #: _____	
NEXT OF KIN					
FULL NAME: _____					
MAILING ADDRESS: _____			CITY/TOWN/VILLAGE: <input type="text" value="Select"/>		
EMAIL ADDRESS: _____			CONTACT #: _____		
SECTION B: EMPLOYMENT INFORMATION					
STAFF ID: _____		POSITION: _____			
DIVISION: _____					
MINISTRY/DEPARTMENT: <input type="text" value="Select One"/>					
GRADE/STEP: _____	BASIC MONTHLY SALARY (INCLUDING INCREASE): _____		YEARS OF SERVICE: 0	YEARS IN POST: 0	
DATE APPOINTED TO CURRENT POST: _____ <small>(dd/MM/YYYY)</small>		DATE OF ENTRY INTO SERVICE: _____ <small>(dd/MM/YYYY)</small>			
SECTION C: STUDY INFORMATION					
AREA OF STUDY: _____					
LEVEL OF STUDY: <input type="text" value="Select One"/>		OTHER: _____ <small>(please specify)</small>			
EDUCATIONAL INSTITUTION: _____					
COUNTRY: _____					
COMMENCEMENT DATE: _____ <small>(dd/MM/YYYY)</small>		EXPECTED COMPLETION DATE: _____ <small>(dd/MM/YYYY)</small>		DURATION OF STUDY: <input type="text" value="Select"/>	
DID YOU APPLY FOR A SCHOLARSHIP AWARD TO PURSUE THIS PROGRAMME?				YES <input type="radio"/> NO <input type="radio"/>	
IF YES, WHICH SCHOLARSHIP PROGRAMME?: _____					
SIGNATURE OF APPLICANT _____				DATE Nov 11, 2013 <small>(dd/MM/YYYY)</small>	
Go to Page 2		Clear Form		Save Form	
Page 1 of 2					



GOVERNMENT OF SAINT LUCIA
STUDY LEAVE APPLICATION FORM



SECTION D: TO BE COMPLETED BY THE HEAD OF YOUR MINISTRY/DEPARTMENT

1. INDICATE WHETHER YOU SUPPORT THE OFFICER FOR STUDY LEAVE. ☐ SUPPORTED ☐ NOT SUPPORTED

IF NOT SUPPORTED, PLEASE INDICATE THE REASONS:

IF SUPPORTED, WHAT ARE YOUR REASONS FOR SUPPORTING THE OFFICER: (tick whichever applicable)

☐ INCREASE EFFECTIVENESS IN THE EXISTING JOB

☐ PROFESSIONAL STIMULATION

☐ Other:

2. INDICATE THE RELEVANCE OF THE STUDY AREA TO THE OFFICER'S ASSIGNED DUTIES:

IF NOT RELEVANT, IS IT RELEVANT TO OTHER PUBLIC SECTOR AGENCIES? ☐ YES ☐ NO

PLEASE EXPLAIN:

3. HOW WILL THIS STUDY BENEFIT YOUR MINISTRY/DEPARTMENT OR DIVISION?

4. MINISTRY'S PRIORITY LEVEL IF OTHER OFFICER(S) ARE SUPPORTED FOR THIS STUDY AREA:
(1 - VERY HIGH, 5 - VERY LOW) Select One

5. WHAT ARRANGEMENTS WILL YOU MAKE TO ENSURE UTILIZATION OF SKILLS/KNOWLEDGE UPON COMPLETION OF THE COURSE?

6. HAVE SALARY PROVISIONS BEEN MADE BY YOUR MINISTRY TO MEET THE COST OF THE FIRST YEAR OF THE OFFICER'S STUDY ALLOWANCES? (IF APPLICABLE) ☐ YES ☐ NO

7. IN ACCORDANCE WITH CABINET CONCLUSION NO. 1643 OF 1999, INDICATE WHETHER REPLACEMENTS ARE PROPOSED AND THE NATURE OF THE REPLACEMENT ARRANGEMENTS.

NAME:

POSITION:

SIGNATURE: _____

DATE:

Nov 11, 2013

(DD/MM/YYYY)

Page 2 of 2

Training
Division
Republic of Saint Lucia
Ministry of Education, Youth and Sports
Training Division
100, Victoria Road, St. John's
St. John's, Saint Lucia
Tel: (868) 462-1234
Fax: (868) 462-1235
Email: training@stl.gov.lc

51

4. **APPENDIX IV: STATEMENT OF CONDUCT & WORK ETHICS FORM**



Ministry of the Public Service & Human Resource Development

STATEMENT OF CONDUCT AND WORK ETHICS

NAME:

POSITION:

GRADE:

LENGTH OF SERVICE WITH DEPARTMENT:

CONDUCT ON JOB:-

A) Within Office Setting:

.....

.....

B) Outside Office Setting (where applicable):

.....

.....

WORK ETHICS:

.....

.....

PERFORMANCE APPRAISAL

1. FROM TO SCORE

2. FROM TO SCORE

3. FROM TO SCORE

AVERAGE SCORE:

Head of Department/Supervisor: (Print Name)

Signature:

Date:

5. APPENDIX V: STUDY LEAVE BOND AGREEMENT

SAINT LUCIA

STUDY LEAVE WITH PAY

BOND AGREEMENT LONG-TERM TRAINING

THESE PRESENTS made this _____ day of _____, Two Thousand and Nineteen.

BETWEEN: APPLICANT' S NAME

Of _____ (Fixed Home Address)
in the State of Saint Lucia whose postal address is _____,
in the said State and holder of National Identification Card Registration
Number/Driver' s License Number/Passport Number _____ and Social Security
Number _____ (hereinafter referred to as **THE GRANTEE**)

_____ (Name of First Surety)
of _____ (Fixed Home Address) in the
State of Saint Lucia whose postal address is _____,
in the said State and holder of National Identification Card Registration
Number/Driver' s License Number/Passport Number _____ and Social
Security Number _____ (hereinafter referred to as the **FIRST SURETY**)

_____ Name of Second Surety)
of _____ (Fixed Home Address)
in the State of Saint Lucia whose postal address is _____,
in the said State and holder of National Identification Card Registration
Number/Driver' s License Number/Passport Number _____ and Social Security Number _____ (hereinafter
referred to as the **SECOND SURETY**)

AND

THE GOVERNMENT OF SAINT LUCIA (hereinafter referred to as '**THE GOVERNMENT**') acting
herein and represented by _____, Director of
Finance in the State of Saint Lucia (hereinafter referred to as **THE GOVERNMENT**)

THE GOVERNMENT has granted to **THE GRANTEE** a Study Leave with Pay Award valued at (*Cost of Bond*) to pursue a (*Level of Study*) in (*Area of Study*) at the (*Institution*) pursuant to Cabinet Conclusion No. _____ of (*year*) subject to the terms and conditions stated herein.

THE GRANTEE, THE FIRST AND SECOND SURETY are hereby jointly and severally bonded unto **THE STATE** to the value of the said Study Leave with Pay Award and **THE GRANTEE, THE FIRST AND SECOND SURETY** jointly and severally bind themselves and each of their heirs, executors, administrators and assigns jointly and severally to repay into the Treasury of **THE GOVERNMENT** the value or any part thereof of the Study Leave with Pay Award in the event that the said sum becomes due and payable;

NOW in consideration of the mutual covenants contained herein it is mutually agreed that acceptance of this Study Leave with Pay Award shall be conditional upon the following terms and conditions:

1. DEFINITIONS

In this Agreement, unless the context requires otherwise:

1. "Actual Expenditure Incurred" means the total amount of money that **THE GOVERNMENT** paid to **THE GRANTEE** during his/her Study Leave with Pay Period.
 2. The Study Leave with Pay Award shall commence on *(Commencement Date of Award)* for a period of *(Duration of Award)* and shall expire on *(expiration date of award)*.
 3. The period from the commencement date to the expiration date stated in clause 1.2 constitutes the Study Leave with Pay Period.
 4. The duration of the Study Leave with Pay award stated in clause 1.2 herein shall not be extended under any circumstances.
 5. The Cost of the Bond is *(Cost of Bond)* and represents the value of the Study Leave with Pay Award.
 6. The Course of Study is the area and level of study for which **THE GRANTEE** is granted this Study Leave with Pay Award.
2. **SERVICE TO THE GOVERNMENT**
1. **THE GRANTEE** acknowledges and accepts that, on completion of the aforesaid course of study, he/she is required to report to his/her substantive post by *(Date of Expected Return)* and perform the duties of that office.
 2. **THE GRANTEE** shall serve the **GOVERNMENT OF SAINT LUCIA** in the Public Service, for a consecutive fixed period of *(Bonding Period)* to be computed as commencing from the date that he/she reports for duty, following the completion of the aforesaid course of study.
 3. **THE GRANTEE** acknowledges and accepts that he/she is not entitled to a promotion and/or to be recommended for a promotion solely on the basis that he/she has successfully completed the aforesaid course of study.
 4. Where **THE GRANTEE** resigns from the public service, before he/she has served the period stipulated in clause 2.2 herein **THE GRANTEE, THE FIRST AND SECOND SURETY** shall be jointly and severally liable to pay to **THE GOVERNMENT** the Actual Expenditure Incurred by **THE GOVERNMENT**. The period of time served will only be taken into account if **THE GRANTEE** has served fifty percent (50%), or more, of his/her bond period, in which case, the Formula in Schedule 1 of this agreement shall be used to determine the amount owed to **THE GOVERNMENT**.
 5. **THE GRANTEE, THE FIRST AND SECOND SURETY** shall be jointly and severally liable to pay the sum of the Actual Expenditure Incurred by **THE GOVERNMENT** should **THE GRANTEE** fail to report for duty by the date stipulated in clause 2.1 herein.
3. **ACADEMIC TRANSCRIPTS**
1. **THE GRANTEE** shall ensure that official transcripts are submitted to **THE GOVERNMENT** at the end of each academic year of his/her course of study. Where **THE GRANTEE** fails to submit a transcript or submits a false transcript to **THE GOVERNMENT** the Study Leave with Pay Award will be discontinued forthwith and **THE GRANTEE, THE FIRST AND SECOND SURETY** shall be jointly and severally liable to pay the Actual Expenditure Incurred to **THE GOVERNMENT**.
 2. The continuation of the Study Leave with Pay Award is conditional on **THE GRANTEE's** successful completion of each academic year. Where **THE GRANTEE** has unsuccessfully completed an academic year, continuation of the Study Leave with Pay Award will be at the discretion of **THE GOVERNMENT**, which must be issued in writing.

3. Where **THE GOVERNMENT** has discontinued the **Study Leave with Pay Award** as a result of **THE GRANTEE' S** unsuccessful completion of an academic year, **THE GRANTEE** must return forthwith to perform the duties of his/her substantive office and **THE GRANTEE, THE FIRST AND SECOND SURETY** shall be jointly and severally liable to pay the **Actual Expenditure Incurred** to **THE GOVERNMENT**.
4. **CHANGES TO/DISCONTINUATION OF THE COURSE OF STUDY**
 1. **THE GRANTEE, THE FIRST AND SECOND SURETY** shall be jointly and severally liable to pay the sum of the **Actual Expenditure Incurred** to **THE GOVERNMENT** should **THE GRANTEE** fail to complete the aforesaid Course of Study.
 2. **THE GRANTEE** shall not change the Course of Study stated herein, without written authorization from **THE GOVERNMENT**, to pursue any other course of study during his/her Study Leave with Pay Period.
 3. Where **THE GRANTEE** changes his/her course of study without authorization from **THE GOVERNMENT**, his/her Study Leave with Pay Award shall be discontinued forthwith and **THE GRANTEE** will be required to report for duty and **THE GRANTEE, THE FIRST AND SECOND SURETY** shall be jointly and severally liable to pay the **Actual Expenditure Incurred** to **THE GOVERNMENT**.
 4. Where **THE GRANTEE** wishes to change his/her aforesaid Course of Study, he/she shall submit a request in writing, to **THE GOVERNMENT** stating the reasons for desiring the change. The request must be submitted in a timely manner that would allow **THE GRANTEE** to receive a response from **THE GOVERNMENT** before he/she changes the Course of Study.
5. **DEFAULT OF OBLIGATIONS BY THE GRANTEE**
 1. Should **THE GRANTEE** default in any respect to fulfill his/her obligations arising herein, **THE GOVERNMENT** may, by Notice in writing, demand from **THE GRANTEE, THE FIRST AND SECOND SURETY** any sum due and payable pursuant to this Agreement. Such Notice shall be forwarded to the aforementioned postal addresses of the parties as stated in this Agreement or such postal address as the parties may notify **THE GOVERNMENT** in writing and such Notice shall be deemed to have been given on the date that the Notice was posted.
6. **NOTICES**
 1. Notices hereunder may be sent by facsimile, post or electronic mail.
 2. A notice in accordance with this clause shall be deemed received:
 - (a) if left at the recipient' s address stated herein, on the date of delivery;
 - (b) if sent by post, seven (7) days after the date of posting;
 - (c) if sent by fax, when the sender' s facsimile system generates a message confirming successful transmission of the total number of pages of the notice.
 - (d) if sent by electronic mail, the date on which it was sent if no notice of failure of delivery is received.
7. **CHANGE OF CONTACT INFORMATION**
 1. **THE GRANTEE, THE FIRST AND SECOND SURETY** must provide **THE GOVERNMENT** with current and accurate postal and residential addresses, contact numbers and email addresses.

2. **THE GRANTEE, THE FIRST AND SECOND SURETY** accept that it is the **OBLIGATION AND RESPONSIBILITY** of **THE GRANTEE, THE FIRST AND SECOND SURETY** to notify **THE GOVERNMENT** of any changes to his/her postal and residential addresses, contact numbers and email addresses and **THE GRANTEE, THE FIRST AND SECOND SURETY** **ACKNOWLEDGE AND ACCEPT** that if he/she fails to do so **THE GOVERNMENT WILL NOT** be held liable for any correspondence, telephone, fax or email message that **THE GRANTEE, THE FIRST AND SECOND SURETY** do not receive as a result of the same.
8. **TAXATION**
 1. For the avoidance of doubt, all sums paid by **THE GOVERNMENT** to **THE GRANTEE** with respect to his/her Study Leave with Pay Award are considered salary and are subject to the usual income taxation except where otherwise expressly stated.
9. **DISPUTE RESOLUTION**
 1. Any disputes arising out of, or in connection with, this agreement which cannot be amicably settled between the parties, shall be referred to adjudication in accordance with the Laws of Saint Lucia.
 2. This agreement shall be subject to the Laws of Saint Lucia, the Staff Orders of the Public Service, any Study Leave Policy, or any other applicable policies, rules or regulations made by **THE GOVERNMENT**.
10. **ENTIRE AGREEMENT**
 1. This Agreement constitutes the entire understanding between the parties relating to the service provision herein and it is agreed by the parties that the terms and conditions contained herein shall be deemed to be the operative terms and conditions governing this Agreement. No party has relied upon any representation or promise except as expressly set out in this Agreement.
11. **APPENDICES**
 1. The Schedule attached to this Agreement is intended to form part of the Agreement and shall be legally binding.

SIGNED, SEALED AND DELIVERED

by the within named **THE GRANTEE**

.....
(FULL NAME OF GRANTEE) (GRANTEE)

In the presence of

Justice of the Peace/Notary Royal

SIGNED, SEALED AND DELIVERED

by the within named **FIRST SURETY**

.....
(FULL NAME OF FIRST SURETY) (FIRST SURETY)

In the presence of

Justice of the Peace/Notary Royal

SIGNED, SEALED AND DELIVERED

by the within named SECOND SURETY

.....

(FULL NAME OF SECOND SURETY) (SECOND SURETY)

In the presence of.....

Justice of the Peace/Notary Royal

Thisday ofTwo Thousand and Nineteen.

Signed and dated the day ofTwo Thousand
and Nineteen, for and on behalf of the Government of Saint Lucia.

.....

DIRECTOR OF FINANCE

SCHEDULE 1

This Schedule shall apply to clause 2.4 of this Bond Agreement.

THE GRANTEE, THE FIRST AND SECOND SURETY understands the Formula stated hereunder and agrees that this Formula shall be used to calculate the monetary equivalent of the balance of the bond period which the Grantee has not yet served in accordance with clause 2.4 of this Bond Agreement.

Meaning of Abbreviations:

Cost of Bond = *CB* (*Actual expenditure incurred*)


Bonding Period = *BP* (*Number of years the officer is bonded for, in months*)

Period Served = *PS* (*Amount of time the officer served in the employ of the*

Government of Saint Lucia from the date he/she reported for duty, following his/her completion of studies to the date he/she resigned, was dismissed or he/she vacated his/her post)

Formula:
$$CB - (CB/BP) \times PS$$

6. APPENDIX VI: TUITION REFUND APPLICATION FORM

	<h1 style="margin: 0;">GOVERNMENT OF SAINT LUCIA</h1> <h2 style="margin: 0;">TUITION REFUND APPLICATION FORM</h2>	For Official Use: A/Y: _____ TR ID: _____
---	---	---

SECTION A: PERSONAL INFORMATION

LAST NAME: FIRST NAME: OTHER:
 SEX: Select DATE OF BIRTH: AGE: 0 Years NIS #:
(DD/MM/YYYY)
 HOME ADDRESS:
 CITY/TOWN/VILLAGE: Select
 MAILING ADDRESS:
 CITY/TOWN/VILLAGE: Select
 E-MAIL ADDRESS:
 MOBILE #: HOME #: WORK #: OTHER #:

SECTION B: EMPLOYMENT INFORMATION

STAFF ID: POSITION:
 DIVISION:
 MINISTRY/DEPARTMENT: Select One
 GRADE/STEP: YEARS OF SERVICE: 0 YEARS IN POST: 0
 DATE APPOINTED TO CURRENT POST: DATE OF ENTRY INTO SERVICE:
(DD/MM/YYYY) (DD/MM/YYYY)

SECTION C: STUDY INFORMATION

AREA OF STUDY:
 LEVEL OF STUDY: Select One OTHER:
(please specify)
 EDUCATIONAL INSTITUTION:
 COUNTRY:
 COMMENCEMENT DATE: EXPECTED COMPLETION DATE: DURATION OF STUDY: Select
(DD/MM/YYYY) (DD/MM/YYYY)
 MODE OF STUDY: Select



GOVERNMENT OF SAINT LUCIA

TUITION REFUND APPLICATION FORM



SECTION D: COST OF STUDY

PLEASE GIVE A BREAKDOWN OF THE TOTAL COST OF YOUR STUDY PROGRAMME.
 (Documentary evidence should be attached to support costs indicated below. Breakdown should be based on the total cost of the study programme.)

TUITION:

PRESCRIBED TEXTBOOKS:

REGISTRATION FEES:

EXAMINATION FEES:

OTHER FEES:
 (Please specify the type of fees) (Please specify amount here)

TOTAL COST OF STUDY: \$ 0.00 ESTIMATED REIMBURSEMENT: \$ 0.00

PLEASE INDICATE WHICH OF THE FOLLOWINGS ARE ATTACHED TO THIS APPLICATION FORM.
 (* Required)

- ☐ Letter of acceptance from educational institution. *
- ☐ Supporting documentary evidence for breakdown of study costs. *
- ☐ Completed Statement of Conduct & Work Ethics Form. *
- ☐ Transcripts (required if enrolled in the programme for at least one (1) semester).
- ☐ Other:
 (Please specify)

 SIGNATURE OF APPLICANT

 DATE
 (DD/MM/YYYY)

FOR OFFICIAL USE ONLY

APPROVED NOT APPROVED

CABINET CONCLUSION #: _____ DATE OF CONCLUSION: _____ AWARD VALID UNTIL: _____
 (DD/MM/YYYY) (DD/MM/YYYY)

ELIGIBLE TO BE REFUNDED COSTS INCURRED FROM: _____

COMPLETION DATE OF STUDIES: _____ DATE OF APPLICATION FOR REIMBURSEMENT: _____
 (DD/MM/YYYY) (DD/MM/YYYY)

AMOUNT REIMBURSED: _____ BOND PERIOD: _____

COMMENTS: _____

PROCESSING OFFICER: _____
 Name Signature Date

7. APPENDIX VII: TUITION REFUND BOND AGREEMENT



GOVERNMENT OF SAINT LUCIA

TUITION REFUND BOND

THIS AGREEMENT made this _____ day of _____ 2019.

BETWEEN the **GOVERNMENT OF SAINT LUCIA** acting herein and represented by the Director of Finance of the Government (hereinafter called the Government) of the one part

AND **NAME OF OFFICER**

of _____

(hereinafter referred to as the Student) of the other part.

WHEREAS UPON application by the student to the respective Government Ministry, the Government has agreed to provide sponsorship under the Tuition Refund Facility in order to enable the student to pursue studies via distance/part-time/online learning with the **[NAME OF INSTITUTION]** in the course of **[AREA OF STUDY]** to a **[LEVEL OF STUDY]**.

NOW THIS AGREEMENT WITNESSETH that it is mutually agreed between the parties hereto as follows:

1. The Student undertakes to pay all fees for the approved studies.
2. Upon completion of the said course of study the student shall present to the Government proof of such completion and shall present all receipts of fees paid for the said course of study.
3. The Student must complete the course of study within **[MAXIMUM PERIOD TO COMPLETE STUDIES]** commencing **[START DATE]**.
4. The Government undertakes to refund fifty percent (50%) (up to EC\$15,000.00) of registration, tuition and examination fees and costs of books paid by the student upon successful completion of the programme provided that proof of such completion and receipts of all fees are presented to the Government. Reimbursements for all eligible expenses start in the Academic Year commencing **[START DATE]**.
5. In the event that the student has to repeat the course of study or has supplemental examinations for any year the Student shall be obliged to meet his/her own costs and there shall be no refund of the costs incurred by the Student in that year.

Now the condition of the Agreement is that on completion of his/her studies in the said **[LEVEL OF STUDY]** in **[AREA OF STUDY]** course the Student shall serve the Government of Saint Lucia in a capacity related to the course of study undertaken and shall faithfully and diligently serve in such a capacity for a period of **[BOND PERIOD]** in the Public Service.

And the Student shall be liable to pay the sum **[COST OF BOND IN WORDS] (EC\$0.00)** to the Government should the Student fail to complete the said term of service.

SIGNED, SEALED AND DELIVERED

By the within named Student

Student

IN THE PRESENCE OF

Justice of the Peace

Dated this _____ day of _____ 2019.

FOR OFFICIAL USE ONLY

SIGNED, SEALED AND DELIVERED

For and on behalf of the Government of Saint Lucia

Director of Finance

Dated this _____ day of _____ 2019.

GLOSSARY

Centralized Training

The Centralized Training Programme is any training programme that is conducted for Government employees by the Department of the Public Service through the Training Division.

Delegated Authority

The authority delegated to Permanent Secretaries by the relevant Service Commission to effect appointments to established positions within the structure of Ministries.

Distance/Virtual Learning Programmes

Distance/Virtual learning programmes are programmes that are delivered online or via correspondence.

Full-time

A full-time education initiative involves programmes whereby the participant is required to undertake a minimum of fifteen (15) credit hours per semester and/or has a class schedule that coincides with his/her work hours.

Long-Term

Long-term education and training initiatives include programmes that run for six (6) months and above.

Part-time

A part-time education initiative involves programmes where the participant is required to undertake a maximum of fourteen (14) credit hours per semester and involves a class schedule that does not coincide with his/her work hours.

Public Officer

Any employee paid out of the Consolidated Fund, but not Government Casual Workers.

Resumption of Duty

For the purposes of the Training and Development Policy 'resumption of duty' shall be deemed to mean, the date an employee returns to his/her work station to undertake his/her duties following his/her participation in a training and development initiative.

Self-Sought Training

Self-sought training refers to training programmes which are accessed by Government employees but not through any Government Agency.

Short-Term

Short-term education and training initiatives include programmes that run for durations of six (6) months or less.

Study Leave

Study Leave is the permission granted to a Government employee on the permanent establishment to be absent legitimately from his/her duties for an approved period of time to facilitate his/her full-time participation in a personal course of study in an area identified by the Government as a priority for national development.

Temporary Appointment

An appointment to an established position in the structure of a Ministry/Department. Such appointments are made by the relevant Service Commissions.

Training Leave

Training leave is the permission granted to an employee to be legitimately absent from his/her duties to participate in a centralized, agency-specific or short-term overseas training programme.