

Frequently Asked Questions (FAQs) Regarding Duty/Study Leave

Question 1: How is an academic year calculated?

Answer: An academic school year is calculated as follows:-

- *Regional universities: September to May*
- *International universities: September to July (unless otherwise stipulated)*

Question 2: What is the maximum number of years that an officer can be granted duty/study leave?

Answer: The maximum number of years granted for duty/study leave at a given time is three (3) years in the first instance. However, extensions for duty/study leave can be requested to complete one's course of study. However, academic achievement plus official documentation relating to the course of study should be attached.

Question 3: What is the difference between duty leave and study leave?

Answer: Study leave is granted to officers who have completed a minimum of four (4) years of unbroken service from the date of an officer's first appointment.

Duty leave is granted to mature officers who have completed a minimum of ten (10) years of unbroken service from the date of an officer's first appointment.

Question 4: Are all applications for duty/study leave approved by the Public Service Commission?

Answer: All applications for duty/study leave are considered by the Public Service Commission. However, only those areas of study which are of priority to the Service will be approved.

Question 5: How is study leave calculated?

Answer: An officer on study leave will receive his or her salary as follows:-

- *Six (6) months full pay*
- *Twelve (12) months half pay*
- *Remainder of Study Leave without Pay (subject to the execution of a bond)*

Question 6: Does an officer on duty leave receive his full salary?

Answer: An officer on duty leave will receive his or her full salary (subject to the execution of a bond).

Question 7: How long is an officer bonded for the Government of Antigua and Barbuda after he or she has completed his or her studies?

Answer: An officer is bonded for a period of three (3) years after completion of studies.

Question 8: Is there a deadline for the receipt of applications for duty/study leave?

Answer: Yes. The deadline for receipt of applications for duty/study leave is the last working day in February of each year.

Question 9: Is there a difference in the amount of leave granted to officers pursuing full time Associate, Bachelor, Master or PhD Degree?

Answer: Yes, the difference in time granted to pursue full time degrees is normally allocated as follows:-

- *Associate Degrees: maximum of two (2) years*
- *Bachelor Degrees: maximum of three (3) years*
- *Master Degrees: maximum of two (2) years*
- *PhDs: maximum of three (3) years
(unless otherwise stipulated)*

Question 10: What steps should an officer take after he or she has been granted duty/study leave?

Answer: *Step 1:* Officers who are granted duty/study leave are required to submit the names, addresses, occupations (including place of work) and contact number of two (2) persons who are gainfully employed who will serve as their sureties.

Step 2: Officers will be required to sign the bond along with his or her sureties at the Ministry of Legal Affairs.

Step 3: Officers should then take the bond to the Inland Revenue Department and pay the fee payable.

Step 4: Officers should then return the bond to the Ministry of Legal Affairs with receipt of payment.

Step 5: Bonds will then be dispatched to the High Court for further processing (then it becomes a legal document)

Step 6: Bonds will then be dispatched to the Establishment Department who will in turn dispatch same to the officers' respective ministries.

Question 11: Can an officer be granted duty/study leave to pursue correspondence/distance learning courses?

Answer: Yes, an officer can be granted a maximum of six (6) months study leave with or without pay for the duration of the course. However, the educational institution must be accredited. This is for distance/online/part-time studies or to pursue and write exams for a specified amount of time requested.