



**DEPARTMENT OF PERSONNEL MANAGEMENT**  
**Office of the Secretary**

**CIRCULAR INSTRUCTION NO: 23 OF 2024**

**DATE: 20 NOVEMBER, 2024**

**FILE: 1-4-12(A)**

**TO: ALL NATIONAL DEPARTMENTAL HEADS  
ALL PROVINCIAL ADMINISTRATORS  
HEADS OF OTHER PUBLIC AUTHORITIES  
ALL PUBLIC SERVANTS**

**SUBJECT: CHRISTMAS AND NEW YEAR HOLIDAY  
SHUTDOWN PERIOD 2024/2025**

This Circular Instruction applies to all Departments, Provincial Administrations and Offices of the National Public Service and requires the Departmental Heads and Provincial Administrators to inform their staff of the arrangements contained herein.

The Heads of other State Services and Statutory Authorities are to take note of the holiday arrangements in the Public Service described hereunder and to determine the applicability of these arrangements in their respective organizations, provided that essential and emergency services are maintained for the Government and the Public at all times.

The Government has determined the arrangements for the Christmas & New Year Holiday Shut Down. The Shut Down commences on Wednesday 25 December, 2024 and ends on Wednesday 1 January, 2025. **All public servants are required to return back to work on Thursday 2 January, 2025.**

The status of each day of the Shut Down period is as follows;

<b>Wednesday 25 December, 2024</b>	<b>Christmas Day – Public Holiday</b>
<b>Thursday 26 December, 2024</b>	<b>Boxing Day – Public Holiday</b>
<b>Friday 27 December, 2024</b>	<b>Shutdown Day Off (1)</b>
<b>Saturday 28 December, 2024</b>	<b>Weekend Day Off</b>

“RISE UP, STEP UP, SPEAK UP”

**Sunday 29 December, 2024**

**Weekend Day off**

**Monday 30 December, 2024**

**Shutdown Day Off (2)**

**Tuesday 31 December, 2024**

**Shutdown Day Off (3)**

**Wednesday 1 January, 2025**

**New Years Day – Public Holiday**

The three paid shut down days are Friday 27 December, 2024, Monday 30 December, 2024 and Tuesday 31 December, 2024. They are not leave days and must not be accrued if not taken. They are for the convenience of closing the Government offices during the Christmas & New Year period. Officers that are required to work to cater for essential and emergency services and rostered work arrangements will not be paid overtime, but will be awarded a paid day off at a future date by their respective Employers.


The Public Hospitals, Police Force, Correctional Service, Defence Force, public utilities and other organizations providing essential and emergency services will not shut down and will make internal arrangements to cater for essential and emergency services during the Christmas & New Year Holiday period.


The Department of Finance and Immigration & Citizenship Services Authority will continue to work as normal under the arrangements described in this Circular Instruction.

Public Servants are required to report back for normal duties on **Thursday 2<sup>nd</sup> of January, 2025.**

All inquiries pertaining to this Circular instruction can be made to the office of the Secretary of Department of Personnel Management on **327 6379** or **327 6447.**

On behalf of the Public Service, let me take this time wish you and your families a safe and blessed Christmas and a prosperous new Year 2025.

  
**TAIES SANSAN (MS)**  
 Secretary



“RISE UP, STEP UP, SPEAK UP”