



EXECUTIVE OFFICE OF THE PRESIDENT
HEAD OF THE PUBLIC SERVICE

Telegraphic Address

Telephone: +254-20-2227436

When replying please quote

OP/CAB.39/1A

Ref. No.
and date

STATE HOUSE

P.O. Box 40530-00100

Nairobi, Kenya

17th August, 2022

20

All Principal Secretaries/Accounting Officers

Chief Executive Officers

**RE: COMPLIANCE WITH GUIDELINES ON OFFICE REPORTING TIMES
AND ABSENTEEISM FROM OFFICE**

This is further to this Office Circular Ref. No.OP/CAB.39/1A dated 12th May, 2022 on the above subject matter (copy attached for ease of reference).

The staff in Ministries/Government Departments and Agencies are reminded that they were supposed to be away only **on Tuesday 9th August, 2022**, which was gazetted as a public holiday to allow Kenyans exercise their constitutional right. However, it has come to our attention that quite a number of staff in Ministries/Government Departments and Agencies have not reported to work. You are reminded to note that it is a gross misconduct for any employee to absent themselves from work, report late or leave the office early without permission.

The Authorized Officers are hereby directed to bring this Circular to the attention of Heads of Human Resource Departments and to ensure appropriate action is taken against any staff acting contrary to the directive therein.

Joseph K. Kinyua, EGH
HEAD OF THE PUBLIC SERVICE

Copy to: **Prof. Margaret Kobia, MGH**
Cabinet Secretary

Ministry of Public Service, Gender, Senior Citizens
Affairs and Special Programmes
NAIROBI

1262



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Nairobi, Kenya

May 12, 2022....., 20.....

Ref. No. **OP/CAB.39/1A**
and date

**All Principal Secretaries/Accounting Officers
Chief Executive Officers**

**RE: COMPLIANCE WITH GUIDELINES ON OFFICE REPORTING
TIMES AND ATTENDANCE OF GOVERNMENT BUSINESS**

It has been noted with concern that some of the staff in Ministries, Departments and Agencies are, without approved justification, failing to report to work on time, and are also leaving work early contrary to prescribed guidelines.

This is to be viewed as serious misconduct from the part of the employee. Henceforth staff will be given a grace period of 30 mins from the reporting time and ensure to leave office only at the prescribed times for lunch break and end of day. Human Resource Officers are to ensure strict compliance thereof, and initiate necessary warnings and disciplinary action in cases of noncompliance. Emergency circumstances should be informed to the officer's designated supervisors who shall record and report to the head of Human Resources in such circumstances when there is occurrence of exceptions.

Authorised Officers are to bring this to the attention of Heads of Human Resource Departments for action.

**JOSEPH K. KINYUA, EGH
HEAD OF THE PUBLIC SERVICE**