

Circular No. 2
Ref. No. C11500^x

MINISTRY OF FINANCE AND PLANNING
Public Service Establishment Division
30 National Heroes Circle
KINGSTON 4

January 4, 2002

Permanent Secretaries
Heads of Departments

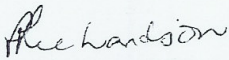
Revised Leave Entitlement

Permanent Secretaries and Heads of Department are hereby advised that approval has been given for the implementation of a revised leave structure for new entrants to the Public Service with effect from the 1st January 2002. A Schedule of the new structure is attached.

It was initially proposed to introduce a revised leave structure for serving members of the Civil Service. However, arising out of discussions with the Trade Unions and Staff Associations representing Public Service employees and in consultation with the Office of the Solicitor General it was decided that the new leave structure should be applied to persons entering the Service with effect from the 1st January 2002. Persons employed in the Service up to and including the 31st December 2001 will therefore

continue to earn leave in keeping with the terms of their employment as provided for in Chapter 5 of the 1976 Staff Orders for the Public Service and the relevant Circulars amending leave from time to time issued by the Ministry with responsibility for the Public Service.

In any case of doubt or difficulty the Conditions of Service Section of the Ministry of Finance and Planning should be contacted for clarification.


P. Richardson (Mrs.)
for Financial Secretary

Attachment

Leave Schedules for Persons Entering the Public Service
With Effect From January 1, 2002

	Vacation Working Days	Sick Working Days	Departmental Working Days
Under 15 years of service	14 days per annum accumulative to 42 days	10 days per annum	10 days per annum
15-25 years of service	21 days per annum accumulative to 63 days	10 days per annum	10 days per annum
Over 25 years Of service	25 days per annum accumulative to 75 days	10 days per annum	10 days per annum

A schedule setting out the revised rates of leave for the Daily Paid and Part-Time employees will be issued at a later date.

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