

Circular No.:12
File No.:11544

Ministry of Finance and Planning
(Public Service Establishment Division)
30 National Heroes Circle
KINGSTON 4

June 13, 2003

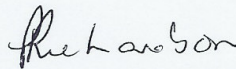
Permanent Secretaries
Head of Departments

Election Day

Permanent Secretaries and Heads of Departments are being advised that the Government Staff Buses will be leaving base at 2:00 p.m on Thursday June 19, 2003. Staff who travel to and from work on the buses should be allowed time off from work at 2:00 p.m., so that they may take the buses home. Those members of staff who take Public Transportation should also be allowed time off from 2:00 p.m.

Ministries/Departments who serve the public should keep a skeleton staff in place and close to the public, officially at 3:00 p.m.

Notwithstanding the above, all employees who are eligible to vote should be granted the requisite time off to cast their votes.



for Financial Secretary
Ministry of Finance and Planning