

Circular No. 23

Ref. No. C11500^x

MINISTRY OF FINANCE AND PLANNING

(Public Service Establishment Division)

30 National Heroes Circle

Kingston 4

August 29, 2005

Permanent Secretaries

Heads of Departments

Effect of Hurricanes on Leave Provisions

Permanent Secretaries and Heads of Departments are reminded that absences from work after the passage of hurricanes are to be recorded as leave.

Exemptions from this policy should only be granted where employees are unable to attend work as a result of impassable road conditions or because they are marooned. In these cases employees should so indicate in writing.

Please ensure that there is consistent application of this policy.



C. Bullock
Financial Secretary