

MINISTRY OF FINANCE AND THE PUBLIC SERVICE  
PUBLIC SERVICE ESTABLISHMENT DIVISION  
30 NATIONAL HEROES CIRCLE  
P.O. BOX 512  
KINGSTON  
JAMAICA

Circular No.: 41

Ref. No.: 11431<sup>III</sup>

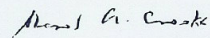
November 12, 2008

Permanent Secretaries  
Heads of Department

ATTENDANCE AT WORK

Permanent Secretaries and Heads of Department are reminded of the provisions of Staff Order 3.2 as outlined below:

- (i) Public Officers are required to observe the established hours (work schedules), to arrive punctually and be in attendance during the hours prescribed;
  - (ii) Managers and Supervisors shall establish mechanisms and procedures to monitor and record the punctuality and attendance of employees within their jurisdiction.
2. With regard to the Public Services operating on official hours of 8:30 a.m. to 5:00 p.m., Mondays to Thursdays and 8:30 a.m. to 4:00 p.m. on Fridays, it has been observed that differing guidelines have been implemented in relation to the deadline that employees are to be regarded as being at work.
  3. In keeping with the generally accepted custom and practice, whenever employees, whose work schedules are in keeping with the hours stated in the preceding paragraph, but because of extraneous circumstances are given permission to arrive at work late, the cut off time of arrival is 11:00 a.m. Absence beyond 11:00 a.m. is to be charged as a day's leave.
  4. For employees whose regular hours of work are 8:00 a.m. to 4:30 p.m. Mondays to Thursdays and 8:00 a.m. to 3:30 p.m. on Fridays, the cut off time for arrival is 10:30 a.m. Absence beyond 10:30 a.m. is to be charged as a day's leave.
  5. For services which operate on time schedules which are different from those set out at paragraphs 2, 3 & 4 above, the deadline for permitted late arrival is two and a half (2 ½) hours after the official starting time for the organisation/service. Absence beyond two and a half (2 ½) hours of official starting time is to be charged as leave.
  6. The leave is to be first charged as Departmental/Casual leave. If the Departmental/Casual leave provision is exhausted, then the leave is to be next charged as vacation leave and if this leave is exhausted then the deduction of a day's pay should be applied.
  7. Please ensure that this policy is applied consistently throughout your organisation and all employees are made aware of these guidelines.

  
Sharon Crooks (Mrs.)  
Financial Secretary