



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

Telephone No. 92-28600-16  
Website: <http://www.mof.gov.jm>  
Email: [info@mof.gov.jm](mailto:info@mof.gov.jm)

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

**Circular No.: 18**

**May 31, 2010**

**Ref. No. C11500**

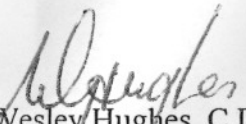
Permanent Secretaries  
Heads of Departments/Agencies

**RE: ABSENCES FROM WORK DUE TO CIVIL UNREST**

Permanent Secretaries and Heads of Departments/Agencies are hereby advised that absences from work on Tuesday 25<sup>th</sup> and Wednesday, 26<sup>th</sup> May 2010 as a result of the civil unrest should not affect the leave entitlement of employees who live and/or work in the Corporate Area and St Catherine. In this regard, the following guidelines should be observed.

- (i) In cases where officers were already on approved leave, no adjustments should be made.
- (ii) In circumstances where some officers were unable to resume duties on Thursday 27<sup>th</sup> and Friday 28<sup>th</sup> May, 2010 because of problems relating to the unrest in their areas of residence/places of work, a written statement attesting to the difficulty should be submitted to the respective Ministry/Department/Agency (MDA) for consideration as to whether or not the day should be deducted from their leave. The relevant authorized Officers in Ministries/Departments and Agencies are to take this decision.

For any further clarification, please contact the Benefits Administration Unit of the Public Service Establishment Division of this Ministry for advice. Please also ensure that this Circular is brought to the attention of members of staff.

  
Wesley Hughes, C.D.  
Financial Secretary