



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

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

July 23, 2010

Circular No.25

Ref. No. 11131^{vii}

Permanent Secretaries
Chief Executive Officers/
Heads of Departments/Agencies
and Other Public Bodies

Amendments to Contract Officers Policy

It has become necessary to make certain changes to the policy relating to fixed term employment contract arrangements. Consequently the terms set out below are to be put into effect immediately.

- i. At the expiration of a contract period, there must be a break of at least two (2) weeks before the contract is renewed.
- ii. A contract period is not to be extended in lieu of any form of leave or break in service during the contract period.
- iii. Upon the expiration of a contract period, the officer must be paid for all vacation leave not taken during the period of engagement. This payment must be calculated on basic salary only.

Please ensure that these guidelines are brought to the attention of the relevant persons and agencies under your purview.


Wesley Hughes
Financial Secretary