



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
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON
JAMAICA

Circular No. 33

30th November 2010

Ref. No. 11500^{xi}


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

Information on Existing Leave Arrangements

As a part of the public sector transformation process, leave policies are being evaluated with a view to ensuring effective administration of this employee benefit.

In this regard, Permanent Secretaries, Heads of Departments/Agencies and other Chief Executive Officers are hereby asked to advise this Ministry of the existing leave arrangements/entitlements for employees. The information should be provided on the attached form and submitted by December 31, 2010 to the attention of Mrs Rachael Solomon, Director, Benefits Unit.

For any clarification or additional information please contact the above-named officer at 932-5380 or Mrs Sylvia Shirley-Sterling at 932-5367.


Wesley Hughes CD
Financial Secretary



MINISTRY OF FINANCE & THE PUBLIC SERVICE
(PUBLIC SERVICE ESTABLISHMENT DIVISION)
30 NATIONAL HEROES CIRCLE
KINGSTON 4
JAMAICA

Name and Address of Institution:
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LEAVE TYPE	RATE ELIGIBILITY	CATEGORY	GROUP/ GRADE
Vacation			
Departmental			
Sick			
Casual			
Other(s) (Please Specify)			

Signature:
Name:
Position:

