

CIRCULAR NO. 10

REF NO: 11180/4

April 18, 2012

Permanent Secretaries
Heads of Departments and Agencies

**Re: Government Employees' Administrative Services Only
(GEASO) Health Scheme**

Permanent Secretaries and Heads of Departments/Agencies are hereby advised that the terms and conditions set out below will be instituted for the GEASO Health Scheme with effect from May 1, 2012.

- All eligible employees (including Contract and Temporary Officers) will be eligible to subscribe to the health scheme upon employment.
- Subscribers will be able to access benefits after being employed for three (3) consecutive months and three (3) months premium subscriptions have been received by the Insurer, Sagicor Life Jamaica Limited.
- Claims incurred prior to the three (3) months subscription requirement will not be entertained.
- All enrolments for Temporary and Contract Officers must be submitted by the Human Resource Department Division/Unit of each Ministry, Department or Agency.
- Sagicor Life Jamaica Limited should be advised in writing of any separation, transfer, or secondment of employees who are enrolled on the Scheme. This requirement is also applicable to employees on no-pay leave.

Please note that the guidelines set out above are for the Ministries, Departments and Agencies that are currently on the Scheme.


D. E. Townsend, C.D.
for Financial Secretary