



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE
ADDRESSED TO: THE FINANCIAL SECRETARY AND
THE FOLLOWING REFERENCE NUMBER QUOTED:-
Telephone No: (876) 922- 8600-16
Website: <http://www.mof.gov.jm>
Email: info@mof.gov.jm

MINISTRY OF FINANCE & THE PUBLIC SERVICE
STRATEGIC HUMAN RESOURCE MANAGEMENT DIVISION
30 NATIONAL HEROES CIRCLE
P.O. BOX 512
KINGSTON 4
JAMAICA

CIRCULAR NO: 12

08th May 2018

Ref. No. 11183^{xxviii}

**PERMANENT SECRETARIES
HEADS OF DEPARTMENTS**

RE: REVISION OF FUNERAL GRANT

Permanent Secretaries and Heads of Departments are hereby advised that consequent on the agreement reached with the Jamaica Confederation of Trade Unions (JCTU), the Funeral Grant has been revised effective April 1, 2018 as indicated hereunder:

CLAUSES	Existing	New rate effective April 1, 2018
1. Grant for the funeral of an officer who dies; i. in the performance of, or as a result of circumstances specifically attributable to his/her duties, or ii. after a prolonged illness whilst still in the Public Service.	\$ 400,000.00	\$ 500,000.00
2. Grant for the funeral of an officer who dies from natural causes whilst still in the Public Service.	300,000.00	400,000.00
3. Grant for the funeral of an officer who serves for five (5) days per week for three (3) continuous years and who qualifies under the <i>Government Employees (Compassionate Gratuities) Resolution</i> .	300,000.00	400,000.00
4. Grant for the funeral of an officer who has served a minimum of 156 days a year and also has a minimum of three (3) continuous years of service and who would have qualified for benefits under the <i>Government Employees (Compassionate Gratuities) Resolution</i> .	120,000.00	200,000.00

In cases where an officer dies during the course of employment or from causes specifically attributed to his/her employment, the circumstances surrounding the death should be clearly outlined. Where the death occurs after a prolonged illness, the award will be determined on a case by case basis.

All applications for funeral grants should clearly state whether the employee died whilst still employed to the Public Service and must be accompanied by the following:

- A Certificate for Burial or Death Certificate,
- An itemized statement from the Funeral Parlour
- A letter of application from the next-of-kin of the deceased.

In cases where employees qualify under Clauses 3 or 4 in the table above, a Statutory Declaration outlining the number of hours, days, weeks and years the employee has worked in the Public Service must also accompany the application.

In any case of doubt or difficulty, please contact the Strategic Human Resource Management Division (Employee Welfare Management Unit) of this Ministry.

Darlene Morrison
Financial Secretary (Acting)