



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

REF NO: C11500

2020 March 18

CIRCULAR NO. 3

Cabinet Secretary
Permanent Secretaries
Chief Executive Officers
Heads of Departments/Agencies

RE: Public Sector Leave Arrangements with respect to COVID-19

Further to Circular No. 2, Ref No: C11500, issued on March 12, 2020 regarding Public Sector Leave Arrangements with respect to COVID-19, please be advised of the following:

1. Where an employee has been confirmed as having the COVID-19 Virus, that employee's entire period of absence from work as a result of the disease will be treated as Special Leave upon submission of the relevant medical certification through the local Human Resource Department to:

*Deputy Financial Secretary
Strategic Human Resource Management Division
Ministry of Finance and the Public Service
30 National Heroes Circle
Kingston 4*

Please ensure that this circular is brought to the attention of all employees.

Darlene Morrison
Financial Secretary