



ANY REPLY OR SUBSEQUENT REFERENCE SHOULD BE ADDRESSED TO THE FINANCIAL SECRETARY AND THE FOLLOWING REFERENCE NUMBER QUOTED:-

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REF NO: C11500<sup>xii</sup>

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

January 3, 2023

**Circular No. 1**

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

**AMENDMENT TO STAFF ORDERS**  
**Acting Allowance**

Consequent on the restructuring of compensation in the Public Sector, approval has been granted for the revision of the terms and conditions applicable to acting allowance payable to employees who are required to undertake the full duties of a higher graded post for a specified period. In this regard Permanent Secretaries and Heads of Department are hereby advised that with effect from January 1, 2023, Staff Orders 6.7.1 should be deleted and the following substituted:

**6.7.1 Acting Allowances**

An acting assignment occurs when an employee is appointed to undertake the full duties of a higher graded post for a specified period.

***6.7.1(a) Entitlement***

- i) An employee (monthly or weekly paid) who is appointed to act in a higher graded post for a continuous period exceeding ten (10) working days is entitled to be paid an acting allowance in addition to his/her substantive salary.
- ii) An acting allowance should be equivalent to at least one increment in the salary scale of the higher post.

### **6.7.1(b) Administration**

- i) The point in the higher scale that should be used to calculate the value of an acting allowance shall be determined on the basis of the employee's substantive salary in addition to an increment from the salary scale of the higher post. Where this calculation results in a value which falls between different points in the higher scale, the value of the allowance shall be at the higher point.
- ii) The period for which an acting allowance is payable is determined from the date of the working day on which the acting duties are assumed to the last working day preceding the date on which the employee resumes normal duties.
- iii) The allowance is taxable and shall not be utilized in the calculation of pension benefits.

In any case of doubt or difficulty the Strategic Human Resource Management Division of this Ministry should be contacted for clarification or advice.



Darlene Morrison, CD  
Financial Secretary