



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

July 4, 2024

REF NO:

Circular No. 10

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

Absence from Work following a Natural Disaster

Absence from work following a natural disaster is generally recorded as leave except as outlined below.

Where the day immediately following the occurrence of a natural disaster is a work-day, public sector employees who are unable to attend work due to the effects of the disaster such as impassable road conditions, being marooned or a need to address damage to personal property are allowed to utilize that day without an impact on any leave type.

Such utilization requires that the employee notify the relevant authority (supervisor) by the most available means and provide written notification as soon as possible thereafter if the initial notification was not provided in writing.

Where an employee is still unable to attend work due to the persistence of impassable road conditions or being marooned beyond the day immediately following the natural disaster, the situation is to be assessed and approval of the Head of Entity must be sought by the Human Resources Department for the period of absence (which should not be lengthy) to not be treated as any leave type.

In any case of doubt or difficulty please contact the Strategic Human Resources Management Division of this Ministry for advice before any action is taken,

This supersedes Circular No. 23 of August 29, 2005 entitled "Effect of Hurricanes on Leave Provisions".

Darlene Morrison, CD
Financial Secretary